

Support Worker Application Form

Please complete all fields in black or blue ink and using block capitals.

Part One – Your Personal Details

Title (Mr, Mrs etc.): Date of Birth:
(dd/mm/yyyy)

Sex: Female/Male

First name:.....

Last name:

Address:

Post code:.....

Phone:.....

Other phone:.....

Email address:.....

NI number:

How did you hear about this job?:

If you were told about this job by someone that works for us, please tell us their name:

Can you prove that you are legally entitled to work in the UK?: Yes/No

If you answered 'yes', what document/s will you provide to prove this?:

Have you worked recently in a care support role?: Yes/No

If you answered 'yes', what was your standard hourly rate of pay? £ an hour:.....

Part Two – Your Availability

It is really important to us that we know when you are available for work so, please do your best to ensure that the information you provide in this section is correct.

What is the earliest date you could start work with us?/...../.....

Do you have any holidays etc. already booked?

Do you have the use of your own vehicle for work?

Part Three – Your Skills and Qualifications

Qualification	Grade	Institution	Start date	End date

Part Four – Your Work History

We are required by law to make sure we know about the work you have done in the past, as well as the periods you may have spent out of employment. Therefore, please list your full employment history here, including any periods when you were not working (along with an explanation of what you were doing). You may use extra sheets if you need more space.

Please start with your current or most recent employment and work backwards

Employer	Start date	End date	Job role	Notice required

Part Five – Your Referees

Please provide the details of two people that we can write to for a reference. The first of these people must be your current or most recent employers or college tutor.

The other referee will ideally also be your previous employers. If you cannot provide the details of previous employer, you can provide a character referee from someone who knows you professionally or personally like previous teacher, religious leader.

You must NOT give names of friends, relatives or colleagues that are/were not senior to you.

First referee (should be current or most recent employer)

Referee's name:

Position:

Name of organisation, school or college:

Address and post code:

Phone:

Email:

Second referee (should be current or most recent employer)

Referee's name:

Position:

Name of organisation, school or college:

Address and post code:

Phone:

Email:

Part Six – Criminal Record

Care workers work with vulnerable people and we take our responsibility to protect them very seriously. Your appointment will depend on the satisfactory completion of a criminal records disclosure (see policy statement below), but at this stage, we need you to answer the following questions truthfully and honestly:

Have you received any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974: **Yes/No**

To your knowledge, are you currently the subject of any criminal proceedings (for example, charged or summoned but not yet dealt with) or any police investigation: **Yes/No**

.....

If you answered '**yes**' to either of the two previous questions, please provide details:

Do you consent to our applying for an enhanced criminal records disclosure on you and to retain a copy of your disclosure certificate during the period of your employment or until a new disclosure is completed (whichever occurs first)? **Yes /No**

Do you have a current SSSC or do you commit to get registered within the first six weeks of induction of your appointment

Note that if, once a criminal records disclosure has been completed, it is discovered that you have failed to accurately disclose the information requested above, the company reserves the right to terminate your employment without notice. Please be aware, however, that your having a criminal record will not necessarily mean we cannot employ you – if you would like to know more about our policy on the recruitment of ex-offenders, please ask. ³

Criminal Records Disclosures – Our Policy

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure Scotland), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We will not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a PVG certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), we can only ask an individual about convictions and cautions that are not protected.

Part Seven – Emergency Contact

Full name:

Relationship:

Phone Number:

Email (optional):

This page is for office use only

Application form assessed by

Name:

Position:

On the basis of the completed application form, is the applicant suitable to progress to a selection interview? Yes/No

If 'no', please explain why:

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.....

Please ensure an **applicant rejection letter** is sent to any unsuccessful candidate.

Successful applicants should be invited to an interview (a letter template is provided for this purpose).

Signed:

Dated/...../.....

Additional notes:

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