

Please complete this form and return it to:

HELPING HANDS WATFORD LTD
5 SUMMERHOUSE WAY
ABBOTS LANGLEY
HERTFORDSHIRE
WD5 0DY



APPLICATION FOR EMPLOYMENT

GUIDANCE NOTES

This application form has been designed to provide the selection panel with sufficient basic information to carry out a preliminary assessment of your suitability for the post. All information given through the selection process will be treated in confidence by those involved in the appointment.

Present/Last Employment

Applicants from outside Helping Hands should quote their present salary and any monetary fringe benefits. Applicants from within the Helping Hands and similar organisations with graded pay structures should also give details of their salary range.

References

Please give names and addresses of two persons from whom references should be obtained. It is obviously in your own interests to seek approval before listing them as a referee. References should be taken from your most recent employer and one other person who would know you in connection with your work. Please state their position within the organisation or relationship to you.

If you are currently working in Helping Hands we may take up references prior to interview. However it is appreciated that taking up references at this stage can cause embarrassment to those employed outside the Care Service. If you do not wish your references to be contacted at this stage please indicate as requested.

Disclosure

You do not need to disclose any criminal convictions which are considered "spent" under the Rehabilitation of Offenders Act 1974, unless the post you are applying for is exempt from the Act. If the position you are applying for is exempt from the Rehabilitation of Offenders Act, then you must declare all criminal convictions, cautions, reprimands and warnings, by completing the accompanying Character & Suitability questionnaire. Once completed, this should be sealed in an envelope, and returned with your application form. This information will be processed in accordance with the Data Protection Act 1998. and will only be used to determine your character and suitability should you be successful for the position applied for. Should you be unsuccessful, this document will be destroyed unopened 18 months after application.

Data Protection

Please note carefully that by signing the application form you are giving explicit consent for the data collected about you to be recorded and used for the following purposes. Data will be processed for administrative purposes connected with your application for employment. Relevant information about you in connection with your application may be sent to other organisations such as partner trusts, or shared service organisations, and Helping Hands Careers Service. The data collected will be subject to the Data Protection Act 1998.

Acknowledgement

We are unable to reply to individuals regarding their application unless they are short-listed. Anyone wishing to have acknowledgement that their application has been received should enclose a stamped addressed envelope with their application. If you have not heard from us within four weeks, unfortunately your application has not been successful.

Equal Opportunities

We actively promote equal opportunities and welcome applications from all sections of the community. All full-time posts are open to job-share. No partner is required. An equal opportunities monitoring form is attached. This will be detached from your application form prior to short-listing taking place.

Interviews

In order to comply with the Asylum and Immigration Act 1996, any person attending an interview will be required to provide proof of the right to work in the United Kingdom. No offers of employment will be made to persons unable to provide identification.

POST

Post applied for:.....

Post reference:.....

Preferred employment type: Full time Part time Job share Permanent Temporary

Where did you see this post advertised?

PERSONAL DETAILS

Family Name..... Title

Forenames..... Date of Birth (dd/mm/yyyy)

UK National Insurance Number..... Gender Male Female

CONTACT DETAILS

Address..... Town/City

..... County/State.....

Postcode/Zip code..... Country.....

Home Telephone Number..... Mobile Telephone Number

Work Telephone Number..... May we contact you at work? Yes No

WORK PERMIT

Do you need a UK work permit to do this job under the terms of the Asylum and Immigration Act 1996?

No, I don't need a UK Work Permit No, I have a UK Training & Work Experience Permit

Yes, I need a UK Work Permit

Where applicable please give details of any permit currently held:

OTHER DETAILS

Do you have a valid UK driving licence? Yes No

Are you a Department of Work and Pensions New Deal candidate? Yes No

If yes, do you have access to a vehicle that can be used for work purposes? Yes No

CURRENT OR MOST RECENT EMPLOYMENT

Employer name

Start date.....

Type of business.....

End date (if applicable).....

Job title

Employer address.....

Reporting to (job title).....

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Grade.....

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Salary.....

Telephone number.....

Period of notice

Reason for leaving (if applicable).....

Description of your duties and responsibilities

PREVIOUS EMPLOYMENT

Employer Name & Address	Job Title/Grade/Salary	Employment Dates	Reason for Leaving
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REFERENCES

Please give the names of the people who have agreed to supply references. For all positions you must provide two references.

If you are or have been employed these should be your two most recent employers, your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for the post. If you are a student please provide contact details of a teacher at your school, college or university. Please note that personal references such as friends and relatives are not acceptable.

For medical or financial posts you must additionally provide a third reference.

For all posts written references obtained must cover the preceding three years of employment.

All referees will be approached prior to interview unless you indicate otherwise below.

Referee 1

Name..... Job Title.....
Address..... Telephone.....
Fax..... Email.....
Relationship

Can the referee be approached prior to interview? [] Yes [] No

Referee 2

Name..... Job Title.....
Address..... Telephone.....
Fax..... Email.....
Relationship

Can the referee be approached prior to interview? [] Yes [] No

Referee 3

Name..... Job Title.....
Address..... Telephone.....
Fax..... Email.....
Relationship

Can the referee be approached prior to interview? [] Yes [] No

EDUCATION AND PROFESSIONAL QUALIFICATIONS

Include in this section all relevant qualifications. Please also indicate subjects currently being studied.

Subject/Qualification	Place of study	Grade/Result	Year
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TRAINING COURSES ATTENDED

Include in this section any relevant training courses that you have attended or details of courses that you are currently undertaking.

Course Title	Training Provider	Duration	Date Completed
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MEMBERSHIP OF PROFESSIONAL BODIES

Include in this section any relevant professional registrations or memberships.

My Professional Registration status is:

Not required for this post I have UK registration I have applied for UK Registration
 I have not yet applied for UK registration I have non-UK registration

If you are registered then please enter the relevant details below.

Professional Body	Membership or Registration Type	Membership/Registration or PIN number	Expiry or Renewal Date

EQUAL OPPORTUNITIES MONITORING

Race Relations (Amendment) Act 2004

As a Public Sector Employer Helping Hands Watford Ltd are required to collect details about an applicant's ethnicity. This information is collected to fulfil that obligation and is used for monitoring purposes only.

I would describe my ethnic origin as follows.

I do not wish to disclose my ethnic origin

- White British Irish
 Any other White background
- Black or Black British African Caribbean
 Any other Black background
- Asian or Asian British Indian Pakistani
 Bangladeshi Any other Asian background
- Mixed White & Black African White & Black Caribbean
 White & Asian Any other mixed background
- Other Ethnic Group Chinese Any other ethnic group

Employment Equality Regulations 2003

In order to comply with these regulations Helping Hands Watford Ltd are monitoring sexual orientation and religion/belief in applications. Please answer the following questions.

What does your sexual orientation lean towards?

- I do not wish to disclose my sexual orientation Persons of the opposite sex
 Persons of the same sex Persons of the same and opposite sex

Please indicate your religion or belief:

- I do not wish to disclose my religion/belief
 Atheism Buddhism Christianity
 Hinduism Islam Jainism
 Sikhism Other

DISABILITY

Under the terms of the Disability Discrimination Act 1995 a disability is defined as a 'physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day to day activities'.

Should you require any assistance with your application, and also have a disability, please contact our Recruitment Team on 01923 461869 or email rudigray@myway.com

Helping Hands Watford Ltd welcome applications from disabled people.

Do you consider yourself disabled? Yes No

I do not wish to disclose whether or not I have a disability

If disabled, do you need any special arrangements to enable you to attend for interview? Yes No

If so, please give details:

REHABILITATION OF OFFENDERS ACT

In order to protect certain vulnerable groups within society, there are a number of posts and professions that are exempt from the provisions of the Rehabilitation of Offenders Act 1974. These include posts where, in the normal course of their duties, successful applicants will have access to persons in receipt of health services. If the post you have applied for falls within the above category, it will be exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act (Exceptions Order) 1975.

Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'Spent' under the provisions of the act and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the employing organisation. Any information given will be confidential and will be considered only in relation to posts to which the order applies. If you would like some advice regarding this, please contact our Recruitment Team on 01923 461869.

Have you at any time received, or had pending, a court conviction? Yes No

If so, please give details:

If you are applying for a post involving access to persons in receipt of health services, your offer of employment may be subject to a satisfactory disclosure from the CRB. Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment.

PRIOR RELATIONSHIP WITH HELPING HANDS WATFORD LTD

If you are related to a director, or have a relationship with a director or employee of Helping Hands Watford Ltd please state the relationship:

SUPPORTING INFORMATION

In this section please give your reasons for applying for this post and additional information which shows how you match the person specification for the job (you will have been sent this document with this application form). This can include relevant skills, knowledge, experience, voluntary activities and training etc. If relevant to the post for which you are applying you should include details about research experience, publications or poster presentations, care in the community/nursing homes/care homes. Please continue on additional sheets if necessary.

DECLARATION

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. This applies equally to any medical questionnaire/forms I may complete.

Name.....

Signature.....

Date.....

Helping Hands Watford Limited

Tel: 01923 461 869

Mobile: 07732 687 870