



APPLICATION FOR EMPLOYMENT

AStar Homecare aims to ensure that all applicants are treated fairly and judged solely on their ability to do the job. Your completed application form will be assessed against the criteria in the Job description.

GUIDANCE NOTES FOR COMPLETING APPLICATION FORM

Please read carefully before completing your application form

- A Curriculum Vitae (CV) will **not** be accepted. If only a CV is received it will not be accepted and we will not proceed with your application.
- Please write in CAPITAL LETTERS using BLACK ink
- You must be able to provide evidence of your eligibility to live and work in the UK.
- Normally references will only be requested if you are shortlisted.
 - Referees must have direct knowledge of your work and must include your most recent employer.
 - References must cover your last 2 years of employment / education.
 - If you have previously worked in the Care Sector, please ensure that you give full details of this referee.
 - Character references from friends and relatives are not acceptable.
 - If you are a school leaver or graduate you may give names of lecturers/tutors/head teachers and any temporary work experience employer, as appropriate.

Please e-mail your application to: post@astarhomecare.co.uk

Please refer to the guidance notes on the front page to help you complete this application form.
Please continue your answers on a separate sheet of paper if necessary.

Which position are you applying for? (Please include job title and job reference number)

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How did you find out about this position? (If an advertisement, please state which newspaper/website):

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PERSONAL DETAILS		
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> (Please Specify)		
First Name:	Last Name:	
Home Address:	Home Tel:	
	Mobile Tel:	
	Email:	
Post Code:	National Insurance No:	
Time at this address?	DOB:	
	YES	NO
Do you require a Work Permit to work in the United Kingdom?		
Do you hold a Full UK Driving Licence?		
Do you have any endorsements on your Driving Licence?		
Do you own your own vehicle?		
Do you have insurance to drive this vehicle whilst carrying out the duties of your employment?		
Do you have a passport, work permit or other document to show that you are entitled to work in the UK, as you will need to provide these prior to starting employment?		
Do you have any pre-booked holidays?		
If so, when?		
Have you taken any sickness days in the last 12 months?		
If so, how many and why?		

REGULAR SHIFT AVAILABILITY

At AStar Homecare Ltd we operate regular shift patterns, which are dependent on the employment vacancies we have available at the time of your application. Please document below the regular shifts that you would prefer to be considered for during your application. All applicants are expected to work regular shifts during the weekend please state which regular shifts you would like to be considered for in conjunction with your application. Please note this position requires full flexibility and these shift patterns may be subject to change during your employment if you are successful.

SHIFT PATTERNS	MON	TUES	WED	THURS	FRI	SAT	SUN
07.00am – 14.30pm							
14.30pm – 18.00pm							
18.00pm – 22.30pm							

Education

School	From	To	Examinations (subject/result, etc.)

Employment History

Please print details of your current/most recent employer here then follow on to cover the last 10 years

Present/last employer	Date from (mm/yy)	Date to (mm/yy)
Address		
Post Code		
Job title		
Duties/Responsibilities		
Reason for leaving:		
Finishing pay		

PREVIOUS EMPLOYMENT (In date order with the most recent first, paid or unpaid work. Please make sure you explain any gaps in your employment over the last ten years).

Name of Employer:	Position Held:	Reason for Leaving:	Dates: From/To in months and years

RELEVANT QUALIFICATIONS AND TRAINING

Please complete this section with the details of any relevant care industry qualifications you may hold. **PLEASE NOTE** that if you do not hold any of the following qualifications it will not affect your suitability for employment as we offer a comprehensive training program during your employment.

NVQ in Health and Social Care Level 2:	Date Achieved:	
NVQ in Health and Social Care Level 3:	Date Achieved:	
NVQ in Health and Social Care Level 4:	Date Achieved:	
Moving and Handling/Load Management Training:	Date Achieved:	Expires:
Medication Training:	Date Achieved:	Expires:
Emergency First Aid Training:	Date Achieved:	Expires:
Safeguarding of Adults at Risk Training:	Date Achieved:	Expires:
Health and Safety Training:	Date Achieved:	Expires:
Infection Control Training:	Date Achieved:	Expires:
Basic Food Hygiene Training:	Date Achieved:	Expires:
Fire Safety Training:	Date Achieved:	Expires:
Dementia Awareness Training:	Date Achieved:	Expires:

Any other specialist areas of training, i.e. Person Centred Care Planning, Dignity and Equality, Epilepsy etc. Please state in the box below if you hold any further specialist training qualifications and document the date achieved and the expiry date of the qualification.

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EQUAL OPPORTUNITIES POLICY

AStar Homecare Ltd is committed to improving staff representation from all sections of the community. Our selection procedures are designed to ensure people are selected based on their merits and ability. This form enables us to measure the effectiveness of our policy. This sheet will be maintained confidentially by Human Resources. The information on this page will not be seen by the selection panel, nor will it be possible to identify individuals from the summary statistics.

BIRTH DETAILS AND GENDER

Town/City of Birth	<input type="text"/>
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Country of Birth <input type="text"/>

PARTNERSHIP STATUS

Single	<input type="checkbox"/>	Married	<input type="checkbox"/>	Civil Partnership	<input type="checkbox"/>	Separated	<input type="checkbox"/>	Divorced	<input type="checkbox"/>
Widowed	<input type="checkbox"/>	Other (please specify): _____							

SEXUAL ORIENTATION

Lesbian	<input type="checkbox"/>	Gay	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Prefer not to answer	<input type="checkbox"/>
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ETHNIC ORIGIN

White British	<input type="checkbox"/>	European	<input type="checkbox"/>	Other (please specify) _____							
Black British	<input type="checkbox"/>	African Caribbean	<input type="checkbox"/>	Other (please specify) _____							
Asian British	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Other	_____
Mixed Race (please specify) _____									Prefer not to answer	<input type="checkbox"/>	

DISABILITY

This information will allow us to make any arrangements needed to enable you to attend an interview.	
Do you consider yourself to have a disability? Yes	<input type="checkbox"/> No <input type="checkbox"/>
If yes please specify:	

Dependants	
Do you have Dependants? If yes how many?	
e.g. Financially dependent children, non-working spouse / partner, elderly relatives, sick relatives or partners	
What is the minimum you need to earn each month?	

REFERENCES (Please give the names and addresses of two people who are not family members or friends, who are willing and able to provide references in relation to your application.

One of the referees must be your current or most recent employer. In the absence of any previous employment experience, a reference from your last place of full-time education would be a suitable alternative).

CURRENT OR MOST RECENT EMPLOYMENT REFERENCE

Name:	Position:
Address:	Company Name:
	Tel No:
Post Code:	Email (Required):

I can confirm that I am happy for AStar Homecare Services Ltd to contact this referee before I am interviewed for the position I have applied for.	YES	NO
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CHARACTER REFERENCE (Please be aware that anybody providing a Character Reference in connection to your application must have known you for a period of at least two years).

Name:	In what capacity does this person know you:
Address	How many years has this person known you:
	Tel No:
Post Code:	Email (Required):

I can confirm that I am happy for AStar Homecare Services Ltd to contact this referee before I am interviewed for the position I have applied for.	YES	NO
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Are you related to, or have a close personal association or personal connection, with any AStar Homecare employees?

If yes, please provide their name, role in AStar Homecare and indicate the nature of your relationship:

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Under the Working Time Regulations, AStar Homecare must monitor the hours worked by its employees.

Will AStar Homecare be your only employer? Yes No

Working Time Disclaimer

You have the option to opt out of the 48-hour working week limitation, as laid down in the Working Time Regulations 1998

Yes, I wish to opt out No, I do not wish to opt out (Please tick as appropriate)

I understand that I may end this agreement by giving four week's notice in writing to AStar Homecare Ltd?

Please note, that if you do not have another form of employment at the time you start work with AStar Homecare, should this change and you take up a second employment you are obliged to let your manager know. Failure to disclose a second employer can result in disciplinary action being take

REHABILITATION OF OFFENDERS ACT

The post for which you are applying is exempt under the Rehabilitation of Offenders Act. All criminal convictions and / or cautions must be stated with dates, including any which may, in other circumstances, be considered spent. Failure to disclose any criminal conviction and / or cautions will disqualify you from the appointment.

Due to the nature of this work we are required under the Rehabilitation Act 1974 to conduct a DBS check on all applicants.

REHABILITATION OF OFFENDERS ACT 1974

All posts within With Healthcare Limited are included in the list of exceptions under The Rehabilitation of Offenders Act 1974. You are therefore required to disclose any spent or unspent convictions including information about any convictions, cautions, reprimands and final warnings. Failure to disclose such convictions may lead to disciplinary action and may result in your employment being terminated.

Because of the nature of the duties carried out by AStar Homecare, you are required to disclose details of any criminal records. AStar Homecare is bound by law and regulation to carry out a Disclosure and Barring Service check on all candidates whom the company wish to employ.

Have you ever been convicted by the courts, cautioned, reprimanded or given a final warning by the police (including motoring convictions)? YES NO (If yes, please give details)

Are you aware of any police enquiries undertaken following allegations made against you which may have a bearing on your suitability for the position applied for? YES NO (If yes, please give details)

SIGNED:

PRINT NAME:

DATE:

HEALTH AND FITNESS FOR THE POSITION

The position you have applied for requires you to have a level of health and fitness that enables you to support our individuals with a variety of tasks during your working week. Tasks and Activities that we may support individuals with include Walking, Pushing Wheelchairs, Using Hoists and other Load Management equipment, cleaning and other household duties. This list is not exhaustive but provides an overview to the support we may provide.

Are there any reasons to the best of your knowledge why you may not be able to perform the tasks and activities required of the position you have applied for YES NO (If yes, please give details)

I certify that I know of no reason, in relation to my Physical or Mental Health why I would be unable to undertake any of the tasks or activities required, during the course of my employment in the position I have applied for.

SIGNED:

PRINT NAME:

DATE:

DECLARATION

I certify that the information given in this application is true and accurate to the best of my knowledge. I understand that any wilful omission or falsification may lead to the disqualification of my application and if appointed to the position applied for, may lead to my dismissal from AStar Homecare Services Ltd. I understand that if my application is successful my appointment is subject to satisfactory references, a satisfactory DBS disclosure and a current Work Permit (if required).

SIGNED:**PRINT NAME:****DATE:****GENERAL DATA PROTECTION ACT**

The information you supply as part of the application process is handled according to the requirements of the General Data Protection Act. Information you supply as part of the application process will be used for recruitment purposes only and, if you are successful, for subsequent employment purposes. If you are unsuccessful, your Application Form is retained for a maximum of six months from the Date Completed and then destroyed.

Please tick to consent to your data being stored in line with the guidelines set out in our privacy policy (copy available at www.astarhomecare.co.uk or call 01948 302 131)