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| If I were a Service User in T. How Homely Limited, I would like: |  |
| I believe that the Service User’s family and relatives would like the following from T. How Homely Limited: |  |
| I believe that I can support a Service User in T. How Homely Limited because: |  |
| As a member of the team at T. How Homely Limited, I feel valued when: |  |
| I believe that a good relationship between me and the Service User depends on: |  |
| I believe that I learn best when: |  |
| I believe that a good working team is made by: |  |
| I believe that my role in relation to the Service User is: |  |
| My other beliefs and values of relevance to my job are: |  |

**Application Form**

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| **Position** |
| Position applied for: |  |
| Full time / Part time |  |
| **Personal Details** |
| Surname: | First name: |
| Current Address (including Postcode) : |
| Telephone number (Mobile & Home) : |
| Email address: |
| Do you have use of your Own Transport ? | How long has your license been held? |
| Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National (please circle)? **YES NO**If no, please detail current immigration status and the relevant visa currently held (including Visa number): |
| National insurance Number: |
| Are you are related to a member of staff or Service User at T. How Homely Limited, please circle only: **YES NO** |
| **Equality Act 2010** |
| Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on your ability to carry out normal day to day activities. Further information regarding the definition of disability can be found at: [www.gov.uk/definition-of-disability-under-equality-act-2010](http://www.gov.uk/definition-of-disability-under-equality-act-2010)Reasonable adjustments will be made available should you be invited to interview. According to the definition of disability do you consider yourself to have a disability?**YES NO Prefer not to discuss** |

**Education**

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| **School/College/University** | **Examinations Passed, Qualifications Gained and year obtained**(All qualifications will be subject to a satisfactory check). |
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**Training courses Attended Or Completing**

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| **Subject**(evidence of attending courses is required) | **Location/Details** |  **Date** |
| Please list any qualifications obtained that are relevant to Social Care:Please state the highest level of any other qualifications obtained: |  |  |

**Employment History**

|  |  |
| --- | --- |
| **Name and address of your most recent/last employer:** |  |
| Start date and end date: |  |
| Nature of business: |  |
| Position held and reason for leaving: |  |
| Salary / Rate: |  |
|  |  |
| **Name and address of employer prior to the employer listed above:** |  |
| Start date and end date: |  |
| Nature of business: |  |
| Position held and reason for leaving: |  |
| Salary / Rate: |  |
|  |  |
| **Name and address of employer prior to the employer listed above:** |  |
| Start date and end date: |  |
| Nature of business: |  |
| Position held and reason for leaving: |  |
| Salary / Rate: |  |

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| --- | --- |
|  |  |
| **Name and address of employer prior to the employer listed above:** |  |
| Start date and end date: |  |
| Nature of business: |  |
| Position held and reason for leaving: |  |
| Salary / Rate: |  |
| Please detail here any gaps in employment and state why: |

**Supporting Statement**

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| Please add here your reasons for applying. It would be of value to describe strengths and talents that set you apart from others as well as including skills gained from work, home and other activities. |

**Referees**

You must provide references from your two most recent employers. Please provide a character reference in addition. If you are unable to provide the required references, please discuss the matter with us.

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| **Current or Most Recent Employer** |
| **Name of Referee/Company:** |
|  **Email Address:**  |
| **Contact Number:** |
| **Job title:** |
|  |
| **Previous Employer To The One Above** |
| **Name of Referee/Company:** |
| **Email Address:** |
| **Contact Number:** |
| **Job title:** |

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| --- |
| **Character Reference** |
| **Name of Referee:** |
| **Email Address:** |
| **Contact Number:** |
| **Relationship to you:** |

# Safeguarding

# Ex-Offenders Declaration: Please note this section will only be seen by those involved in the recruitment process and will be treated with the strictest of confidence.

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| **Rehabilitation of Offenders Act 1974**T. How Homely Limited aims to promote equality of opportunity and is committed to treating all applicants fairly regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. T. How Homely Limited undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.Answering 'yes' to the question below will not necessarily prevent your employment. This will depend on the relevance of the information you provide in respect of the nature of the position and the particular circumstances. |
| Are you currently bound over or do you have any current UNSPENT convictions that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?**YES NO** |
| Do you have any current UNSPENT police cautions, reprimands or final warnings in the United Kingdom or in any other country?**YES NO** |

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| **Privacy** T. How Homely Limited will only collect data for specified, explicit and legitimate use in relation to the recruitment process. By signing this application form you consent to T. How Homely Limited holding the information contained within this application form. If successfully shortlisted, data will also include shortlisting scoring and interview records. We would like to keep this data until the vacancy is filled. (We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you)*.* When that period is over, we will either delete your data or inform you that we would like to keep it in our database for future roles. We have privacy policies that you can request for further information. Please be assured your data will be securely stored by the Registered Manager and only used for the purposes of recruiting for this vacant post. You have a right for your data to be forgotten, to rectify or access data, to restrict processing, to withdraw consent and to be kept informed about the processing of your data. If you would like to discuss this further or withdraw your consent at any time please contact the Registered Manager on 01295 713737 / 01295 235637 |

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| **Declaration**The information in this application 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 T. How Homely Limited. Where applicable, I consent that T. How Homely Limited can seek clarification regarding professional registration details. |
| Name: | Date: |
| Signature |