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|  | **Willowbrook (Hyndburn) Ltd**  **Head Office, 188 – 190 Union Road, Oswaldtwistle, Lancashire, BB5 3EG**  T: 01254 390347 F: 01254 390393 E: [elainebrady@willowbrookhomecare.co.uk](mailto:elainebrady@willowbrookhomecare.co.uk) W: [www.willowbrook-homecare.co.uk](http://www.willowbrook-homecare.co.uk)  Company Registration No. 4881149 Registered in England  **Application for Employment** |

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| Please read carefully through the following pages and ensure that you complete all sections as fully as possible  before returning the form to Willowbrook (Hyndburn) Ltd at the address above.  **NB: This form must be completed by the applicant only.** |

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| Position you are applying for: |  | |
| Please tick your preferred area(s) of work: | | Hyndburn ☐ Blackburn/Darwen ☐ Fylde ☐ Wyre ☐  Extra Care: Riverside ☐ Greenbrook ☐ |
| Where did you hear about Willowbrook? | |  |

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| **SECTION 1: PERSONAL DETAILS** | | | |
| **Mr/Mrs/Miss/Ms** |  | **Surname** |  |
| **First Name(s)** |  | | |
| **Maiden Name** |  | | |
| **Home Address with Post Code** |  | | |
| **Home Telephone No** |  | | |
| **Email Address** |  | | |

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| **National Insurance No** |  |  |  |

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| Please give details of your next of kin: | | | | | | |
| **Mr/Mrs/Miss/Ms** |  | | **Surname** |  | | |
| **First Name(s)** |  | | | | | |
| **Relationship** |  | | | | | |
| **Home Address with Post Code** |  | | | | | |
| **Home Telephone No** | |  | | | **Mobile No** |  |

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| Are you a car driver? | Yes ☐ No ☐ | Do you have use of a reliable car for work purposes? | Yes ☐ No ☐ |

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| Do you hold a qualification in health and social care? | Yes ☐ No ☐ | Qualification Level |  |

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| **For Office Use Only** | |  | | | | |
| Applicant Name |  | | Date of Application |  | Processed by |  |
| **SECTION 1: PERSONAL DETAILS (continued)** | | | | | | |
| Are you able to provide a passport, P60, United Kingdom birth certificate or work permit to show that you are  eligible to work in the United Kingdom? (please tick) Yes ☐ No ☐ | | | | | | |
| Are you eligible to live and work in the United Kingdom pursuant to the Asylum and Immigration Act 1996?  (please tick) Yes ☐ No ☐ | | | | | | |

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| **SECTION 2: ADDITIONAL PERSONAL INFORMATION** |
| **IMPORTANT**  The provisions of the Rehabilitation of Offenders Act (1974) requires Willowbrook (Hyndburn) Ltd to ascertain whether you have any criminal convictions or cautions, irrespective of how long ago the offence(s) were committed or sentences imposed. In some circumstances, failure to declare a conviction can itself constitute a criminal offence. The fact that an applicant has been convicted of a criminal offence does not bar them from applying for a position with the Company as individual circumstances and information will be taken into account in assessing each application. |
| Apart from minor motoring offences, have you ever been convicted for a criminal offence? Yes ☐ No ☐ |
| If yes, please give brief details below: |
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| Please give brief details of any previous motoring offences and details of any unspent penalty points on your current driving licence? |
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| **IMPORTANT**  From July 2004 there has been a statutory requirement for providers of care services to check if an individual is included on the Protection of Vulnerable Adults (POVA) list, if they are about to offer that individual employment in a care position within a care home involving regular contact with residents, or providing personal care in individuals’ own homes.  Willowbrook (Hyndburn) Ltd are required to undertake a Disclosure and Barring Services (DBS) check on all applicants, to further check their suitability for the role which the applicant has applied for.  Do you consent to this? (please tick) Yes ☐ No ☐ |

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| Are you registered on the POVA list? | Yes ☐ No ☐ | If Yes, please give further information below: |
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| Have you ever been declared bankrupt? | Yes ☐ No ☐ | If Yes, please give further information below: |
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| Do you have a bankruptcy order outstanding or pending against you? | Yes ☐ No ☐ | If Yes, please give further information below: |
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| **SECTION 3: EDUCATION/QUALIFICATIONS/RELEVANT SKILLS AND EXPERIENCE** | | | |
| Please list the Secondary Schools, Colleges and Universities you have attended: | | | |
| **Name of School, College, University (most recent first)** | **Date From** | **Date**  **To** | **Qualifications Gained** |
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| Please state why you are applying for this job and why you believe you have the necessary skills, experience and aptitude. You should refer to the Carer Specification before completing this section. |
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| If your application is successful, from what date would you be available to commence work? |  |
| What hours would you be available to work? (please note Willowbrook (Hyndburn) Ltd operates 24 hours a day 7 days a week. Weekend and evening work is essential unless otherwise stated here) |  |
| Is there any reason why you would not be able to start work immediately if your application is successful? | Yes ☐ No ☐ If yes, please give brief details below: |
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| Do you have any outstanding holiday arrangements? | Yes ☐ No ☐ If yes, please give brief details below: |
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| **SECTION 4: EMPLOYMENT HISTORY** | |
| The Care Quality Commission (CQC) requires a full employment history for all applicants. This means from leaving school forward including any gaps in employment  Please give reasons for any gaps in employment e.g. at home with children, redundancy etc. Continue on a separate sheet if necessary.  **Failure to complete fully will delay processing your application** | |
| Are you currently employed? | Yes ☐ No ☐ |
| Have you ever been fairly or unfairly dismissed by an employer? | Yes ☐ No ☐ If yes, please give brief details below: |
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| **Please list below your record of employment starting with your current or most recent employer:** |

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| **From** |  | | | | **To** |  | |
| **Current Employer Name** | | |  | | | | |
| **Address and Postcode** | | |  | | | | |
| **Telephone Number** | | |  | | | | |
| **Job Title** | | |  | | | | |
| **Job Description, Duties and Responsibilities:** | | | | | | | |
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| **Salary or Rate of Pay** | |  | | **Reason for Leaving** | | |  |

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| **From** |  | | | | **To** |  | |
| **Previous Employer Name** | | |  | | | | |
| **Address and Postcode** | | |  | | | | |
| **Telephone Number** | | |  | | | | |
| **Job Title** | | |  | | | | |
| **Job Description, Duties and Responsibilities:** | | | | | | | |
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| **Salary or Rate of Pay** | |  | | **Reason for Leaving** | | |  |

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| **From** |  | | | | **To** |  | |
| **Previous Employer Name** | | |  | | | | |
| **Address and Postcode** | | |  | | | | |
| **Telephone Number** | | |  | | | | |
| **Job Title** | | |  | | | | |
| **Job Description, Duties and Responsibilities:** | | | | | | | |
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| **Salary or Rate of Pay** | |  | | **Reason for Leaving** | | |  |

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| **From** |  | | | | **To** |  | |
| **Previous Employer Name** | | |  | | | | |
| **Address and Postcode** | | |  | | | | |
| **Telephone Number** | | |  | | | | |
| **Job Title** | | |  | | | | |
| **Job Description, Duties and Responsibilities:** | | | | | | | |
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| **Salary or Rate of Pay** | |  | | **Reason for Leaving** | | |  |

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| **From** |  | | | | **To** |  | |
| **Previous Employer Name** | | |  | | | | |
| **Address and Postcode** | | |  | | | | |
| **Telephone Number** | | |  | | | | |
| **Job Title** | | |  | | | | |
| **Job Description, Duties and Responsibilities:** | | | | | | | |
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| **Salary or Rate of Pay** | |  | | **Reason for Leaving** | | |  |

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| **From** |  | | | | **To** |  | |
| **Previous Employer Name** | | |  | | | | |
| **Address and Postcode** | | |  | | | | |
| **Telephone Number** | | |  | | | | |
| **Job Title** | | |  | | | | |
| **Job Description, Duties and Responsibilities:** | | | | | | | |
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| **Salary or Rate of Pay** | |  | | **Reason for Leaving** | | |  |

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| **SECTION 5: REFERENCES** |
| Please give the details of **TWO** referees that we can contact in respect of this job application. One of these should normally be your most recent employer. The referees must not be related to you (Please ensure all information is completed to make the application process quicker).  If you would prefer us **NOT** to contact your current employer please tick this box ☐ and complete the “Referees – continuation sheet” enclosed with your Application Pack.  **Employment will commence ONLY once Willowbrook are in receipt of two written references** |

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| **FIRST REFEREE DETAILS** | | | | | | | | | |
| **Title** |  | | **Surname** |  | | | | **First Name** |  |
| **Address** | | |  | | | | | | |
| **Postcode** | |  | | | | **Telephone No** |  | | |
| **Email** | |  | | | | | | | |
| **Occupation/ Job title/ Relationship** | | | | |  | | | | |

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| **SECOND REFEREE DETAILS** | | | | | | | | | |
| **Title** |  | | **Surname** |  | | | | **First Name** |  |
| **Address** | | |  | | | | | | |
| **Postcode** | |  | | | | **Telephone No** |  | | |
| **Email** | |  | | | | | | | |
| **Occupation/ Job title/ Relationship** | | | | |  | | | | |

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| **SECTION 6: DECLARATION BY THE APPLICANT** | | | |
| The information I have given on this Application Form is true and I understand that if any of the above information is found to be untrue there may be sufficient grounds for my dismissal if I am subsequently offered employment and/ or employed by Willowbrook (Hyndburn) Ltd.  I confirm that I will produce proof of my entitlement to work in the United Kingdom by producing one or a combination of documents requested from me at interview, or in a job offer letter. Yes ☐ No ☐  I give my consent for referees and previous employers to be contacted for references in respect of this job application. Yes ☐ No ☐  If necessary, I consent for the Company’s medical representatives to approach my own doctor for information relevant to my application. Yes ☐ No ☐  Please note it is essential that your application is signed and dated, as this gives Willowbrook (Hyndburn) Ltd the authorisation to process your application. Any applications returned to us not signed and dated will not be processed. | | | |
| **Signed** |  | **Date** |  |

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| **NB: CONFIDENTIALITY STATEMENT** |
| The information given in this application form and any references applied for will only be used in relation to this application for employment.  Willowbrook (Hyndburn) Ltd is an Equal Opportunities Employer. We aim to recruit staff on their suitability for the position advertised without consideration of age, sex, religion, marital status, disability or ethnic origin.  Applicants may extend their answers on separate sheets of paper if they wish to do so.  **Thank you for your interest in Willowbrook (Hyndburn) Ltd** |