

Employment Application Form

Home Support Service



VACANCY DETAILS

Post applied for: Home Support Assistant	Where did you hear about this vacancy? Please tick
	Advert <input type="checkbox"/>
	FaceBook/Website <input type="checkbox"/>
	Word of mouth <input type="checkbox"/>

PERSONAL DETAILS

Name:	
Address:	Telephone:
	Mobile:
Postcode:	Email:

REFERENCES

Please give details of two referees who can comment on your skills and abilities in relation to the post you are applying for. Please ensure that you have the referees' consent to provide their details.

Name:
Telephone:
Email:
Relationship:
How long have they known you?
This reference can be taken up before an offer of employment is made: Yes <input type="checkbox"/> No <input type="checkbox"/>

Name:
Telephone:
Email:
Relationship:
How long have they known you?
This reference can be taken up before an offer of employment is made: Yes <input type="checkbox"/> No <input type="checkbox"/>

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07786251637

info@totalwellbeingmatters.com

EMPLOYMENT HISTORY

Please give details of your employment history. Continue on a separate sheet if necessary.

Name of Employer:
Position held:
Dates from / to:
Salary:
Duties:
Reason for leaving:

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Position held:
Dates from / to:
Salary:
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Duties:
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Please provide information regarding any gaps in your employment history:

EDUCATION, TRAINING & DEVELOPMENT

Please give details of your education history. Continue on a separate sheet if necessary.

Name of school, college, university	Qualification <i>e.g. GCSE, A-Level, NVQ, Degree</i>	Grade

What training or non-qualification based development you have completed which is relevant to the position you are applying for?

YOUR EXPERIENCE

What experience have you had working with and supporting people in their own home environment?

What experience have you had of providing one-to-one support to people to enable them to get out and about to do things, e.g. shopping, attending appointments?

What experience have you had of proving companionship to others?

What experience have you had of working alone and unsupervised?

What experience have you had of completing timesheets?

ADDITIONAL INFORMATION

Are you aware of anything which could affect your ability to carry out the duties specified in the job description supplied within the application pack? Yes No

If you answered yes, please provide details:

Do you have access to a motor vehicle? Yes No

Do you have a full and valid driving license? Yes No

CONVICTIONS

Due to the nature of the work for which you are applying, under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002, you are not entitled to withhold information about convictions which for other purposes are “spent”. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check and there will be a formal interview process with the Managing Director. All applicants are required to sign confidentiality and data security agreements.

Have you ever been convicted of a criminal offence? Yes No

If you answered yes, please enclose details in a sealed stamped addresses envelope. This will be returned to you unopened in the event you are not short-listed for interview. If shortlisted, any details will be discussed with you at interview. Past criminal proceedings are not necessarily an obstacle to taking up a post.

DECLARATION

I agree that Total Wellbeing Matters can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the General Data Protection Regulations.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Date: