



Pendeen Community Care Ltd.
 Unit 4, Wilson Building,
 Wilson Way, Pool,
 Redruth,
 TR15 3RU

Phone: 01209 313032
 Email: pendeencare@btconnect.com

Confidential

Application form for employment

Position applied for:	Community Care Worker
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Working arrangements			
Min hours		Able to start at 7am?	
Max hours		Able to work alternate weekends?	

Personal details			
First names		Last name	
Address			
Post Code		Home Phone no.	
Mobile phone no.		Email Address	
National Insurance Number			
Do you own a car?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have a current full driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any current driving endorsements?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, give details			

Skills and qualifications	
Secondary education	
School name/address	Examinations (Subject/results)
Occupational Qualifications	
College/Institute	Qualification Level

Training		
Name of training course	Date of Training	Location/training provider

Employment					
Current/most recent employer					
Address					
Postcode					
Job title					
Duties and responsibilities					
Start Date		End Date		Reason for leaving	
Employment history					
dates		Employers Name and Address	Job title	Reason for leaving	
From	To				

General	
Do you have any convictions, cautions or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service Website.</p> <p>(Declarations subject to the Rehabilitations of Offenders Act 1974)</p>	
If yes, please give details	
If you are offered this position will you work in any other capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes, give details	
Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are successful in your application would you require permission to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Referees

We are required to request references from your current or most recent and other relevant employment or volunteer positions. We can not accept references from family or friends. We will verify that the people providing the reference are suitable and authorised to do so.

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Referee (current or most recent work)

Name	
Address	
Post code	
Job title	
Organisation	
Email address	
Phone number	

Referee (other work or education or volunteer)

Name	
Address	
Post code	
Job title	
Organisation	
Email address	
Phone number	

Recruitment policy

It is the company's policy to employ the most suitable people and provide equal opportunity for employees and not to discriminate against any person because of race, colour, ethnic origin, national origin, sex, sexual orientation, religion or belief, pregnancy, trans-gender status, marital or civil partnership status, age or disability.

Declaration and authorisation

I Authorise Pendeen Community Care Ltd to obtain references to support this application once an offer has been made and accepted and release the organisation and referees from any liability caused by giving and receiving information.

Declaration:

<p>Pendeen Community Care Ltd Registered Office: Unit 4, The Wilson Building, Wilson Way, Redruth TR15 3RU Registered in England and Wales Company No: 4185644</p>	<p>Registered Manager: Victoria Anthony</p>
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I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejections or, if employed, dismissal.

Signed:

Dated:

If the application is completed electronically, you will be asked to sign the completed application form at interview.

Privacy Statement

Retaining and Disclosing of Information.

The new General Data Protection Regulations (GDPR) 2018 stipulates that Pendeen Community Care, as a company, will be holding some of my personal information which will be obtained during the recruitment process, for employment within the care sector and therefore, they must have permission from me to retain and store this information.

I understand that my personal information is at all times stored securely and confidentially, for record keeping and employment purposes. The Information that is retained is a necessary requirement of recruitment for a role within this organisation and access to this information may be essential if I am employed.

I understand my information will be held either in a locked cabinet, and/or held electronically on password protected computers. The information can only be accessed by members of the management team.

I also give permission for Pendeen Community Care to discuss any of my personal information with relevant professional bodies.

When the information is no longer required, I consent to it being disposed of in a secure and confidential manner i.e. either shredded in-house or by a confidential shredding company.

Signed:

Date: