**THE ALEX DAVIS CARE GROUP IS AN EQUAL OPPORTUNITIES EMPLOYER**

**All information provided will be treated in the strictest confidence.**

**Please write clearly in BLOCK CAPITALS**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position applied for: | | | | | | Location:  Gosport | | | |
| **PERSONAL DETAILS** | | | | | | | | | |
| Surname | | | | First Names | | | | Mr/Mrs/Miss/Ms/Other | |
| Address    Post Code | | | | | | | | | |
| **Email Address** | **Telephone** Home | | | | | | **Telephone** Mobile | | |
| Preferred hours of work/shift patterns: Days/Nights/Evenings (specific hours available) | | | | | | | | | |
| National Insurance Number | | | | | | | | | |
| If appointed would you be willing to vary your hours, shifts or days of duty as the needs of the Company may require through illness or absence of other Staff Members? | | | | | | | | | |
| Do you hold a full, UK driving licence?  If YES do you have any endorsements / penalty points?  (if YES please give details) | | | | | | | | | |
| The Asylum & Immigration Act 1996 makes it illegal to employ a person who is not entitled to live or work in the UK.  Are you entitled to live and work in the UK or Republic of Ireland and if appointed would you be able to produce acceptable documentation to prove this? Yes i have a uk passport  ***(NB Acceptable documentation includes a passport showing that you are either a British citizen or a national of an EEA country, or a passport or other document endorsed to show that you currently have the right to live and work in the UK. Acceptable documentation also includes a document showing your permanent NI number combined with one of the following: a full birth certificate issued in the UK or Republic of Ireland, a letter or Immigration Status Document issued by the Home Office indicating you currently have the right to live and work in the UK of a certificate of registration or naturalisation stating you are a Britsih citizen. Please note that other forms of documentation are acceptable.*** | | | | | | | | | |
| Normal mode of transport to work: | | | | | | | | | |
| Where did you hear about this vacancy? | | | | | | | | | |
| Details of holiday commitments in next 12 months: | | | | | | | | | |
| **Training Courses Dates Obtained** | | | | | | | | | |
| NVQ 2 In Care | | |  | | | | | | |
| NVQ 3 In Care | | |  | | | | | | |
| NVQ 4 In Care / Management | | |  | | | | | | |
| Level 5 Care/Management and Leadership | | |  | | | | | | |
| Medication | | |  | | | | | | |
| Infection Control | | |  | | | | | | |
| Health and Safety | | |  | | | | | | |
| Moving and Handling | | |  | | | | | | |
| Food Hygiene | | |  | | | | | | |
| Fire Safety | | |  | | | | | | |
| First Aid | | |  | | | | | | |
| Safeguarding | | |  | | | | | | |
| Challenging Behaviour | | |  | | | | | | |
| Breakaway | | |  | | | | | | |
| Epilepsy | | |  | | | | | | |
| Other | | |  | | | | | | |
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| **EDUCATION** | | | | | | | | | |
| Dates From – To Please include month and year and identify any gaps. | | | | Where attended  School / College / University | | | | Qualifications Gained | |
| **EMPLOYMENT – details of current employer** | | | | | | | | | |
| Employers name and address | | | | | Main responsibilities and duties | | | | |
| Position held | | | | | Dates: From to | | | | |
| Final Salary/Rate of pay | | | | | Notice required by current employer/date available to commence employment | | | | |
| Reasons for leaving/wanting to leave | | | | | | | | | |
| Previous employment (please begin with most recent and work backwards) FULL employment history must be given with explanations for **all gaps**. | | | | | | | | | |
|  | |  | | |  | | | |  |
| **REFERENCES**  ***Please provide details of two referees. First reference must be from your* current employer *or most recent employer if you are unemployed. Second reference can be from a previous employer or a educational / character reference. If you have never held a job, educational and/or character references will be satisfactory. A character referee must have known you well personally for at least two years and must not be related to you by birth or marriage.*** | | | | | | | | | |
| **1st Referee:** Employment/Educational (please circle as appropriate) | | | | | | | | | |
| Name: Capacity in which known to you:    Job Title/Position:  Phone number:  Can we contact this referee before interview? | | | | | | | | | |
| **2nd Referee:** Character | | | | | | | | | |
| Name:  Capacity in which known to you:    Job Title/Position:  Address including postcode:  Phone number:  Can we contact this referee before interview? Yes / No (please circle as appropriate) | | | | | | | | | |
| **REHABILITIATION OF OFFENDERS ACT** | | | | | | | | | |
| **In order to protect the public the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose ALL AND ANY past or pending charges/convictions/warnings/cautions, WHETHER SPENT OR OTHERWISE. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.** | | | | | | | | | |
| Please specify below details of all and any past or pending charges/convictions/warnings/cautions whether spent or otherwise NB if you have **NO** past or pending charges/convictions please specify **NONE**.  Please then sign and date this section  NB  Signature Date | | | | | | | | | |
| **ADDITIONAL INFORMATION** | | | | | | | | | |
| Do you have friends/relatives in the employment of The Alex Davis Care Group or any as a Client in a The Alex Davis Care Group Home?  If yes please provide details | | | | | | | | | |
| **STATEMENTS IN SUPPORT OF APPLICATION** | | | | | | | | | |
| Working in care can be challenging, hard work and rewarding. Tell us why you think you can make a difference. What do you believe equips you for the position you are applying for? | | | | | | | | | |
| Please provide any additional information you feel is relevant to your application including leisure interest that you feel are relevant to this application: | | | | | | | | | |
| **DECLARATION** | | | | | | | | | |
| I confirm that the information provided on this Application Form is to the best of my knowledge true and accurate. I understand that any employment offered may be immediately terminated if any of the information is found to be misleading or untrue  Signature................................................................... Date......................................... | | | | | | | | | |

The Alex Davis Care Group is committed to the promotion of equal opportunities. We monitor the effectiveness of our policies and procedures by collating statistical information. This form will not be used for short listing purposes and will be unavailable to the recruiting panel.

Please circle those applicable to you.

**Position applied for:**

1. Support Worker within a residential home●●
2. Support Worker within the community
3. Domestic / Cook / Handy person
4. Office based member of staff
5. Manager / Deputy Manager
6. Team Leader
7. Trainer

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

**Ethnic group**

Please indicate which ethnic group you belong (these categories are recommended by the commission for Racial Equality)

1. White – British●●●
2. White – Irish
3. White – Other
4. Mixed – White and Black Caribbean
5. Mixed – White and Black African
6. Mixed – Other
7. Asian or Asian British - Indian
8. Asian or Asian British – Pakistani
9. Asian or Asian British – Bangladeshi
10. Asian or Asian British – Other
11. Black or Black British – Caribbean
12. Black or Black British – African
13. Black or Black British – Other
14. Chinese
15. Other (please specify)

**Religion**

1. Christian
2. Buddhist
3. Hindu
4. Jewish
5. Muslim
6. Sikh
7. None●●●
8. Prefer not to answer
9. Any other religion

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Please place in confidential envelope provided and return with application form