

# CONFIDENTIAL APPLICATION FOR EMPLOYMENT

All information will be treated as strictly confidential and no approach will be made to any person without your permission. Please print clearly.

## Section 1 – Personal Details

Title: Mr / Mrs / Miss / Ms Surname: Previous surname (if applicable):	Forename(s): Previous forename(s):
Address:  Post Code:	Telephone: Day: _____ Mobile: _____ Evening: _____ Email Address: _____ National Insurance No: _____

## Section 2 – Employment Details

Position applied for:
How did you learn of this vacancy?
If you obtained this position, would you continue in any other employment? Yes/No
What date will you be available to start work?
Do we need to make any special adjustments to allow you to take part in the recruitment process?

## Section 3 – General Information

Do you hold a current Driving Licence? <input type="checkbox"/> Yes <input type="checkbox"/> No Any current endorsements? Yes/No. If yes, give details Any motoring prosecutions pending? Yes/No. If yes, give details
Are you entitled to enter or remain in the United Kingdom and undertake the work in question? <input type="checkbox"/> Yes <input type="checkbox"/> No If you are not a UK citizen, please provide full details of passport and type of Visa / Residence Permit and Attach a coloured copy of passport ( <i>Front &amp; photo page</i> ) <input type="checkbox"/> Attached Visa Page ( <i>if required</i> ) <input type="checkbox"/> Attached Please give details:

**We will require to see the original proof of the entitlement if successful in your interview.**

Have you ever been dismissed from any employment office or other position previously held by you? If Yes, please give details (*Information given will be treated in strictest confidence*). If you have not please state 'NO'.

**Declaration under the Protection of Freedoms Act 2012**

The post for which you are applying is a 'regulated activity' within the meaning of Part 5 Chapter 1 of the Protection of Freedoms Act 2012 and it is a **criminal offence** for a 'barred person' to apply to work in a regulated activity. If you are a barred person you **must not** proceed with this job application.

If your application is successful you will be required to co-operate with us in obtaining a disclosure of criminal convictions and in checking your barred status with the Disclosure and Barring Service.

As an organisation using the Disclosure and Barring Service's (DBS) checking service to assess applicants' suitability for positions of trust, we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed. We are committed to the fair treatment of our employees, potential employees and users of our services, regardless of their offending background.

**Declaration**

Are you a barred person? Answer "Yes" or "No" \_\_\_\_\_

Do you have any outstanding safeguarding investigations or suspensions, criminal prosecutions or convictions that might lead to your being barred from working on child-orientated premises (e.g. schools), with children or with protected adults?

Answer "Yes" or "No" \_\_\_\_\_ If "Yes", give full details:

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Do you have any convictions, cautions, reprimands or final warnings that would not be filtered in line with current guidance?

Answer "Yes" or "No" \_\_\_\_\_ If "Yes", give full details

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If you have previously had any other surname(s) or forename(s), you must declare all of them below and state the date of each change and the reason.

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Full name (print) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Registration/PIN number (if applicable) _____
Are you aware of any current police / Safeguarding investigations in the United Kingdom or in any other country following allegations made against you? If Yes, please give details. If you are not aware, please state <b>'NONE'</b> .
Have you ever worked for this Company before? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details including dates. If you have not please state <b>'NO'</b> . :
Do you know of any current or past employees / customers of Hicare Ltd ( <i>related / friends etc...</i> ). If yes, please provide full name of the person and how you know them, if applicable. If you do not please state <b>'NO'</b> :

#### Section 4 – Work History

Name & Address of <b>Current / Last</b> Employer:   Telephone: Email Address:	Post Held:  Duties / Responsibilities:
Start Date:	Leave Date:
Reason for Leaving:	Salary:
	Notice Period ( <i>if applicable</i> ):
Name & Address of Employer:   Telephone: Email Address:	Post Held:  Duties / Responsibilities:
Start Date:	Leave Date:
Reason for Leaving:	Salary:
Name & Address of Employer:	Post Held:  Duties / Responsibilities:

Telephone: Email Address:	
Start Date:	Leave Date:
Reason for Leaving:	Salary:
Name & Address of Employer:  Telephone: Email Address:	Post Held: Duties / Responsibilities:
Start Date:	Leave Date:
Reason for Leaving:	Salary:

*If required, you may add additional information using A4 white paper and black ink.*

**Section 5 – Education**

School / College / University	From	To	Qualifications (Subjects and Results)	Date Qualification awarded

Please state any other training you have attended relevant to the position you have applied for:
List your current membership of the professional body / institute to which you may belong / subscribe:
Do you speak or read a foreign language? If yes, please give details:

**Section 6 – Supporting Information**

Please include any skills and experience you have acquired that can support this application whether within the working environment or outside. <i>(If required, you may add additional information using A4 white paper and black ink.)</i>
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**Section 7 – References**

Please give the details of two people who we may contact for references <i>(one of which must be your last or current employer)</i> . If you do not want us to contact them unless we offer you the position, please tick the box. <input style="float: right;" type="checkbox"/>	
Name:	Name:
Position:	Position:
Name of Company:	Name of Company:
Address:	Address:

Telephone Number:	Telephone Number:
Email Address:	Email Address:
Length of Time Known:	Length of Time Known:
Relationship:	Relationship:

**Privacy notice**

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

**Declaration**

It is understood and agreed that any misrepresentation by me on this application form will be sufficient cause for cancellation of this application and/or termination from the employer's service if I am employed.

I give the employer the right to investigate all of the references and to secure additional information about me, if job related. I hereby release any liability towards the employer for investigating any information about myself declared on this application form.

Applicant's Signature ..... Date / /

Please return completed application form to:

HR Department Hicare Limited 13b High View Close, Hamilton Office Park Leicester LE4 9LJ or email it to recruitment@hicare.co.uk. Tel: 0845 273 5333. Fax: (0116) 276 9703.

If you do not hear from us within 2 weeks of sending a completed application form, please consider your application may have been unsuccessful or call the number above.

## APPLICATION FORMS – GUIDANCE NOTES

Please read the following notes to help you fill in the form correctly. The following headings correspond to some of the appropriate sections of the application form:

**Employment Details:** The full job title should be completed, and indicate the earliest date on which you could start work for us if the job is offered to you.

**General Information:** Let us know if you hold a current driving licence and also if there are any current penalty points.

Employers have a duty to check potential employees' documents to ensure they have right to work in the United Kingdom. If you are UK Citizen: you will need to provide a copy of a UK passport or Full Birth Certificate *together with an official document giving your permanent National Insurance number and your name issued by a Government agency or a previous employer.*

For other nationalities: a current passport with a valid visa or Residence permit permitting you to work in the UK will need to be produced. Original documents will be checked at the time of the interview.

Employers are required to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Criminal Records Bureau.

If the post for which you are applying requires a Criminal Records Bureau check, you must provide information about **ALL** convictions / cautions / reprimands / warnings etc..., as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

Please give details of all convictions / cautions / reprimands / warnings etc... 'spent' or 'unspent'. If you have none please state '**NONE**'.

If the post for which you are applying does not require a Criminal Records Bureau check, you are still required to answer this question but you do **NOT** need to disclose convictions / cautions / reprimands / warnings etc... which the Rehabilitation of Offenders Act 1974 are considered as 'spent'.

**Work History:**

Starting with your last employer, list all employers you have worked for, providing the job title, starting / leaving dates, salary and the reason you left. If relevant include any voluntary work.

Give only a brief concise outline of your duties and responsibilities, perhaps using bullet points.

This information may be used to assess whether you meet the experience requirement for the vacancy.

List your formal qualifications, including grades where appropriate, where they were obtained and when awarded.

Please detail the organising body and the details of any training you have attended.

List your current membership of the professional body / institutes to which you may belong / subscribe.

This information may be necessary for us to assess whether you are fully qualified for the vacancy. Please make sure nothing has been omitted.

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**Supporting Information:**

This section is probably the most important part of your application, as you have to make your case here for selection. Make sure you complete this in a concise, well organised and positive way. Do not repeat your career history, refer only to the relevant parts.

In considering your experience, reflect on all your previous work. Consider other relevant experience outside work, such as any community, voluntary or leisure activity you have been involved in. Remember that unpaid work or work at home is often just as valuable as being in a paid job.

Express any relevant views on the requirements specified in the job description and person specification in support of your application.

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**References:**

Please give details of two referees including your current or most recent employer. We will obtain references once a conditional offer has been given.