ENLIGHTENED CARE GENERATION LTD

APPLICATION FOR EMPLOYMENT

PLEASE RETURN COMPLETED FORM TO:

ENLIGHTENED CARE GENERATION LTD

OFFICE 47

THE BUSINESSBOX

3 OSWIN ROAD

LEICESTER

LE3 1HR

PLEASE RETURN FORM BY EMAIL TO:

info@enlightenedcare.co.uk

ABOUT YOU			
TITLE:			
FIRST NAMES			
SURNAME		**DATE OF BIRTH**	**NATIONALITY**
CURRENT ADDRESS & POSTCODE			

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EMAIL ADDRESS		**TELEPHONE NUMBER**	**MOBILE NUMBER**
	NATIONAL INSURANCE NUMBER		
PASSPORT	**NUMBER**	**ISSUE DATE &PLACE**	**EXPIRY**
DRIVING LICENCE	**NUMBER**	**EXPIRY**	**ENDORSEMENTS YES/NO**
CAN YOU PROVIDE THAT YOU ARE LEGALLY ENTITLED TO WORK IN THE UK (RIGHT TO WORK) **(PLEASE PROVIDE DETAILS TO SUPPRT THIS DECLARATION)**		**RIGHT TO WORK SHARE- CODE**	**BRITISH CITIZEN YES/NO PROOF/DOCUMENTS**
IF YOU ARE AN EU OR SWISSCITIZEN, DO YOU HAVE SETTLEMENT STATUS IN THE UK. CAN YOU PROVIDE DOCUMENTS TO SUPPORT THIS			
POSITION APPLIED FOR		**PREFERRED LOCATION**	**PREFERRED SHIFTS** **EARLY/LATE/LONG DAY /NIGHTS**
CONTRACT TYPE **FULL/PART TIME /BANK**	**AVAILABLE ALTERNATE WEEKENDS** **YES/NO**		
DETAILS OF RELATIVES ALREADY WORKING FOR US	**1**	**2**	**3**
PLEASE DESCRIBE SKILLS, TRAINING, EXPERIENCE BENEFICIAL TO OUR TEAM	**1 SKILLS**	**2.TRAINING AND EXPERIENCE**	
WHAT IS THE EARLIEST DATE TO START WORKING		**DO YOU HAVE ANY PRE-BOOKED HOLIDAYS**	
PLEASE STATE YOUR AVAILABILITY.			

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TRAINING AND QUALIFICATIONS

PLEASE LIST YOUR EDUCATIONAL AND TRAINING QUALIFICATION

1
2
3
4
5
6
HAVE YOU COMPLETED THE CARE CERTIFICATE YES/NO

CRIMINAL CHECKS

- **CARE WORKERS WORK WITH VULNERABLE PEOPLE AS A COMPANY WE ARE OBLIGED TO REQUEST APPROPIATE CRIMINAL AND BARRING RECORDS DISCLOSURES**
- **UNDER THE PROVISION OF THE REHABILITATION OF OFFENDERS ACT, OFFENDERS ARE REQUIRED TO DISCLOSE ANY INFORMATION ON ANY CRIMINAL CONVICTIONS, SPENT OR UNSPENT. FAILURE TO DISCLOSE ANY PRIOR CRIMINAL CONVICTIONS COULD RESULT IN THE TERMINATION OF YOUR EMPLOYMENT.**
- **PRIOR TO COMMENCING EMPLOYMENT ALL NEW STAFF ARE OBLIGED TO CONSENT TO A FULL ENHANCED DBS (DICLOSURE AND BARRING SERVICE CHECK)**

- **TO YOUR KNOWLEDGE, ARE YOU CURRENTLY THE SUBJECT OF ANY CRIMINAL PROCEEDINGS (FOR EXAMPLE, CHARGED OR SUMMUNED BUT NOT YET DEALT WITH) OR ANY POLICE INVESTIGATIONS? YES / NO**
- **DO YOU HAVE ANY CONVICTIONS, CAUTIONS, REPRIMANDS, OR FINAL WARNINGS WHICH WOULD NOT BE FILTERED (THAT IS, HAVE TO BE DISCLOSED) IN LINE WITH CURRENT GUIDANCE? YES / NO**
- **ARE YOU AWRE OF ANY REFERRALS MADE TO THE DBS/SAFEGUARDING/NMCOR ARE YOU CURRENTLY SUBJECT TO AN INVESTIGATION YES / NO**
- **ARE YOU AWARE IF YOU ARE ON THE ADULT DBS BARRING LIST YES/ NO**
- **ARE YOU AWARE IF YOU ARE ON THE CHILDREN DBS BARRING LIST YES/ NO**

- **IF YOU HAVE ANSWERED YES, YOU MUST COMPLETE A CRIMINAL RECORDS QUESTIONAIRE, THIS CAN BE COMPLETED PRIOR TO YOUR INTERVIEWAND YOU CAN OBTAINA FORMFROM THE HR DEPARTMENT, OR YOU CAN ASK FOR A FORM AT YOUR INTERVIEW. FAILURE TO DO THIS MAY RESULT IN YOUR EMPLOYMENTBEING TERMINATED FOR NON-DISCLOSURE. YOUR APPLICATION WILL NOT BE TAKEN ANY FURTHER UNLESS THIS IS PROVIDED AND YOU ARE ABLE TO PROVIDE ALL RELEVANT DETAILS REQUESTED.**
- **ANY INFORMATION PROVIDED WIL BE KEPT CONFIDENTIAL AND WILL ONLY BE SHARED WITH SENIOR STAFF WHO ARE MAKING DECISIONS REGARDING YOUR SUITABILITY FOR EMPLOYMENT.**

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PLEASE DISCLOSE ANY RELEVANT INFORMATION BELOW WHICH MAY APPEAR ON YOUR DBS CHECK CERTIFICATE			
DATE OF CONVICTION	**LEVEL OF WARNING**	**DETAILS**	**SPENT/ UNSPENT**

- **DO YOU HAVE A COPY OF A PREVIOUS DBS. IF YES TAKE A COPY TO YOUR INTERVIEW YES / NO**
- **IF NO, DO YOU CONSENT TO US APPLYING FOR AN ENHANCED CRIMINAL RECORDSDISCLOSUREAND BARRING SERVICE CHECK ON YOU. YES / NO**

YOUR EDUCATION & EMPLOYMENT HISTORY

- ✓ **YOU ARE REQUIRED TO PROVIDE ALL PERIODS OF PREVIOUS EMPLOYMENT, PLEASE USE A CONTINUATION SHEET IF REQUIRED**
- ✓ **PLEASE NOTE THAT THE PAST TWO YEARS OF EMPLOYMENT WILL BE REFRENCE CHECKED.**

1. NAME OF COMPANY/SCHOOL	
POSITION HELD	
DATES	**FROM…….. TO ……**
REASON FOR LEAVING	
COMPANY CONTACT NUMBER	
COMPANY EMAIL DDRESS	
2. NAME OF COMPANY/SCHOOL	
POSITION HELD	
DATES	
REASON FOR LEAVING	
COMPANY CONTACT NUMBER	
COMPANY EMAIL DDRESS	
3. NAME OF COMPANY/SCHOOL	
POSITION HELD	
DATES	
REASON FOR LEAVING	
COMPANY CONTACT NUMBER	
COMPANY EMAIL DDRESS	
4. NAME OF COMPANY/SCHOOL	
POSITION HELD	
DATES	
REASON FOR LEAVING	

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COMPANY CONTACT NUMBER	
COMPANY EMAIL DDRESS	

EMPLOYMENT / CHARACTER REFERENCES

REFERENCE NAME;	REFERENCE NAME;
COMPANYNAME & ADDRESS:	COMPANY NAME & ADDRESS:
POSTCODE:	POSTCODE:
CONTACT NUMBER	CONTACT NUMBER
EMAIL ADDRESS	EMAIL ADDRESS
RELATIONSHIP TO YOU	RELATIONSHIP TO YOU
DATES FROM …… TO ……..	DATES FROM …… TO ……..

- OFFERS OF EMPLOYMENT ARE SUBJECT TO SATISFACTORY REFERENCES. FAMILY MEMBERS CANNOT PROVIDE REFERENCES
- SIGN BELOW TO GIVE PERMISSION FOR ENLIGHTENED CARE TO OBTAIN REFERENCES

I……., GIVE AUTHORISATION FOR ENLIGHTENED CARE TO OBTAIN REFERENCES USING THE ABOVE ON MY BEHALF.

SIGNED…… DATE ……

CANDIDATE DECLARATION

I, the undersigned job applicant, confirm all the information I have given in this application as correct and accurate. I also understand and agree that to the following,

- THE COMPANY MAY MAKE CHECKS TO VERIFY THE INFORMATION I HAVE PROVIDED
- PROVIDING MISLEADING OR FALSE INFORMATION IN THIS FORM OR AT ANY OTHER TIME DURING THE APPLICATION PROCESSMAY DISQUALIFY ME FROM APPOINTMENT OR, IF I HAVE ALREADY BEEN APPOINTED, MAY RESULT IN MY DISMISSAL.
- THE PERSORNAL INFORMATION, I HAVE PROVIDED FORM OR PROVIDED BY MY REFEREES IS CONFIDENTIAL, AND WILL BE HANDLED IN LINE WITH THE DATA PROTECTION ACT2018, AND THE GENERAL DATA PROTECTION REGULATIONS (GDPR) 2018.
- THE COMPANY WILL USE THE PERSONAL INFORMATION I HAVE PROVIDED TO DECIDE IF I AM SUITABLE FOR THE JOB I HAVE APPLIED FOR.
- UNTIL I AM EMPLOYED, THE COMPANY WILL NOT USE MY PERSORNAL INFORMATIONFOR ANY OTHER PURPOSE, OTHER THAN MONITORING ITS RECRUITMENT PROCESSES, AND IF THE COMPANY DOES USE MY PERSORNAL INFORMATION IT WILL BE ANONYMISED.
- IF MY APPLICATION IS SUCCESSFUL, MY PERSORNAL INFORMATION WILL BE USED FOR LEGITIMATE PURPOSES IN RELATION TO MY WORK.
- THE COMPANY MAY PROCESS MY PERSORNAL INFORMATION FOR THE PURPOSE REQUIRED BY LAW, OR OTHERWISE PERMITTED IN LINE WITH ITS REGISTRATION WITH THE INFORMATION COMMISSIONER.
- ANY OFFER OF EMPLOYMENT WILL DEPEND ON THE RECIEPT OF SATISFACTORY EMPLOYMENT REFERENCES AND THE SATIFACTORY COMPLETION OF A CRIMINAL RECORDS DISCLOSURE

SIGNED …… DATE ……

FOR OFFICE USE ONLY

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RIGHT TO WORK CHECK DONE YES / NO EXPIRY …….			
RIGHT TO WORK SHARE CODE OBTAINED YES / NO CODE……..			
VISA SPONSORSHIP REQUIRED YES / NO			
PASSPORT CHECKED YES / NO NUMBER…….			
NATIONAL INSURANCE NUMBER PROVIDED YES / NO NUMBER…….			
DBS PROVIDED ONLINE/ PAPER/ APPLIED FOR NUMBER ……..			
COMMENTS			