



Almond Care Providers Ltd

Application for Employment

Please write in black ink, or type (faxed applications or CVs are not acceptable).

POSITION APPLYING FOR:

Where did you see this post advertised? _____

Personal Information			
Surname	First names	Known as (if different)	Title
Have you been known by a different name?		If yes, please give details	
Current Address			
Daytime telephone number	Mobile telephone number	Home e-mail	
Date Of Birth			
National Insurance number			
Note: You will be asked to provide proof of identity at interview, e.g. passport).			



Employment History					
Current (or last) employment					
Name and address of employer	Job title	Dates of employment		Reason for leaving	
		From	To		
Summary of Key Responsibilities					
Notice period		Salary		Are you still employed by this Organisation?	

Previous 10 years' work history. If not applicable all work history following leaving education. Please include periods of voluntary work and provide reasons for any gaps in employment.

Name and address of employer	Job title	Dates of employment		Reason for leaving/gaps in employment
		From	To	

Please continue on a separate sheet if necessary



Education and Training		
You will be asked to provide proof of qualifications at interview.		
Institution / Awarding Body	Dates attended	Qualifications achieved

Please continue a separate sheet if necessary

References			
<p>Please provide the names of three referees. Where possible please include two employment referees, one of which must be your current employer. If you are not currently employed, please give us your last employer and another employer reference. If you do not have a work record, please give us an academic reference where possible. If you cannot provide three work or educational references, please provide character referees who must not be relatives or people who know you solely in the capacity of friends.</p>			
	1st Referee Current or most recent employer	2nd Referee	3rd Referee
Name			
Job Title			
Organisation			
Address			
Telephone No.			
Email			
Can we take up a reference prior to interview?			
How do you know this person?			



Please note that if you are shortlisted for an interview, we are required to take up at least one reference prior to the interview taking place, otherwise we are unable to proceed.

If you are successful with a job offer, we must have in place two previous employer references before the commencement of your employment.

Supporting statement:

Please set out the personal qualities and experience that you believe are relevant to your suitability for the position and how you feel you meet the requirements of the person specification.

(You may continue on a second sheet of paper if necessary.)



General Information

Do you have a disability for which you would need adjustments to the interview process? If yes, please give details:

Nationality
(Please see note in guidelines)

Please read guidance notes before completing this question

Do you need a Visa to work in this country?
If so, do you have one?

Have you ever been dismissed or given a disciplinary warning from any previous employer? If yes, please give details	
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Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975. An amendment in 2013 provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service [website](#).

In the event of employment, any failure to disclose relevant cautions or convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

Do you have any convictions, cautions, reprimands, or warnings that are not 'protected'?

If yes, please provide details to the Registered Manager (Julie Lemaire) in a sealed envelope marked "Strictly Confidential" and return the envelope with your application.

(Appointment is subject to a vetting procedure that includes an Enhanced Disclosure and Barring Service certificate and, for posts in regulated activity, a check of the Barred list[s] relevant to the role)

Do you have any prosecutions pending?	
If yes, please provide details to the Registered Manager (Julie Lemaire) in a sealed envelope marked "Strictly Confidential" and return the envelope with your application.	



Disclosure and Barring Update Service	
<p>Are you a member of the Disclosure and Barring Update Service?</p> <p>If yes, please provide information about the level of checks undertaken against your DBS online certificate from the categories listed below:</p>	<p>Tick</p> <p><input type="checkbox"/></p>
<p>Workforce Type Please indicate the workforce category your online DBS certificate relates to:</p> <ul style="list-style-type: none"> ● Child and Adult Workforce ● Adult Workforce ● Child Workforce ● Other Workforce 	<p>Tick</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Level of Check Please indicate the level of your online DBS certificate:</p> <ul style="list-style-type: none"> ● Enhanced ● Standard 	<p>Tick</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Regulated Activity Please indicate whether your online DBS certificate includes a check of any of the following barred lists:</p> <ul style="list-style-type: none"> ● Regulated Activity Children ● Regulated Activity Adults 	<p>Tick</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>If you are successfully appointed, it is a requirement of your appointment that Almond Care views your original DBS Certificate that is registered with the Update Service, whether you are a new or existing subscriber, which is relevant to the role. Almond Care will return the original DBS Certificate to you confidentially, and a copy will not be retained on file.</p> <p>If your online DBS certificate is adequate and relevant to the role in which you are being appointed, please confirm you can provide a copy of your original DBS certificate upon Almond Care's request, And that;</p> <p>You give Almond Care consent to check your online DBS status prior to the commencement of your employment:</p>	<p>Tick</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>



If you are a member of the DBS Update Service but the level of check held online is inadequate for the role/workforce at Almond Care, Almond Care will require a new DBS application to be processed. This new application must be added to your online DBS Update Service subscription for the duration of your employment with Almond Care

It is Almond Care's policy that all employees subscribe to the DBS Update Service and maintain membership annually for the duration of your employment. Almond Care will pay for the cost of subscription and the DBS application, this will then be reimbursed to Almond Care Providers from your salary. You will be provided with further information post job-offer.

The information on this form will be processed in accordance with the Data Protection Act 1998, and by signing this form, you are consenting to this information, including sensitive data, being processed. If you are subsequently employed by Almond Care, this information will form the basis of your employment records; otherwise, it will be destroyed approximately 6 months after the vacancy is filled.

By signing, you confirm:

That to the best of your knowledge, the information you have provided is correct and gives a fair representation of your qualifications, skills, and employment history. You should understand that these details will be held as part of your official employment record, and if any misleading information has been given, this may lead to the termination of your employment.

that you are not on the DBS Adults and/or Children Barred Lists, disqualified from working with children or young adults, or subject to sanctions imposed by a regulatory body.

that you either have no criminal convictions, cautions, bind-overs or prosecutions pending, or you have attached details of your record in a sealed envelope marked confidential.

Signature:

Date:



Health Questionnaire

Do you suffer from, or have you ever suffered from any of the following conditions?

Mark (X) in the column for Yes or No.

	Yes	No
Allergies		
Eczema, dermatitis, or skin problems		
Epilepsy		
Hernia or rupture		
Mental illness (Including acute anxiety or medical depression)		
Migraine		
Rheumatism or stiff joints		
Serious backache, slipped disk, sciatica, or back injury		
Wrist, arm, shoulder or neck problems, repetitive strain injury (RSI)		
Angina, heart problems, or circulatory disorders		
Asthma		
Bronchitis or chest infections		
Diabetes		
Stomach or intestinal disorders, ulcers		
Tuberculosis (TB), Hepatitis, HIV/AIDS, or other infections		
Any condition requiring long term medical help or treatment or medication on strict timetable		

If you have answered 'Yes' to any of the above questions, please provide further details below:



Further health information:

Health Declaration

I have no reason to believe that my health will interfere with my ability to undertake the duties of the assignments for which I have applied or affect my ability to attend work on a regular basis.

To the best of my knowledge and belief, the information given above is correct. I understand that if I offered assignments and the information I have provided is false, I could be liable to dismissal.

Print Name:

Signature:

Date:

Please return this form to **Almond Care Providers, Croydon Office, 63 Woodmere Avenue, Croydon, London, CR0 7PX** or email to: julie.lemaire@almondcare.org or bridgette@almondcare.org

Almond Care is committed to equal opportunities for all