

Job Application Form

Distinction Care Agency Ltd. is committed to safeguarding and promoting the welfare of our clients, their families, and our staff, volunteers and carers. Everything we do promotes the safety and well-being of the clients we work with.

Some of the fields on the application form are mandatory, indicated by a *. Failure to complete all mandatory fields will result in your application not being considered.

Job details

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|--|--|
| Position Applied For * | |
| Please indicate preferred working arrangements | Full-time <input type="checkbox"/> / part-time <input type="checkbox"/> / job share <input type="checkbox"/> |
| Location (State the Office Branch) * | |
| Reference number | |
| How did you hear about this vacancy * Please state e.g. Indeed, Facebook etc. If referred by a Distinction Care Agency employee please provide their name. * | |

Personal details

| | | | |
|-------------------------------------|--|-----------------------------|--|
| Surname * | | Forename(s) * | |
| Previous surname(s) | | Previous forename(s) | |
| Title * | | Preferred name | |
| Home Telephone * | | Mobile* | |
| Email address * | | | |
| Address * (incl postcode) | | | |

Driving Licence

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| Do you hold a full current Driving Licence? * (select as applicable) | Yes <input type="checkbox"/> / No <input type="checkbox"/> |
| Do you have any current endorsements? * (select as applicable) | Yes <input type="checkbox"/> / No <input type="checkbox"/> |
| If YES, please provide details: * | |

Present employment

| | |
|--|--|
| Job Title * | |
| Name of Employer* | |
| Address of Employer * | |
| Date commenced with employer * | |
| Notice required * | |
| Current Salary *: | |
| Reason for Leaving *: | |
| Does this role involve working with Children? * | |
| Briefly describe your present job; its main purpose and your responsibilities: * | |

Previous Employment

Include permanent, temporary and voluntary work since leaving school (continue on a separate sheet if necessary). Please list the most recent first.

| | |
|---|--|
| Job Title * | |
| Name of Employer* | |
| Address of Employer * | |
| From / To (Exact Dates) | |
| Current Salary *: | |
| Reason for Leaving *: | |
| Does this role involve working with children or young people *? | |
| If Yes, please state the email address* Business email only | |

| | |
|---|--|
| Job Title * | |
| Name of Employer* | |
| Address of Employer * | |
| From / To (Exact Dates) | |
| Current Salary *: | |
| Reason for Leaving *: | |
| Does this role involve working with children or young people *? | |
| If Yes, please state the email address* Business email only | |

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| Job Title * | |
| Name of Employer* | |
| Address of Employer * | |
| From / To (Exact Dates) | |
| Current Salary *: | |
| Reason for Leaving *: | |
| Does this role involve working with children or young people*? | |
| If Yes, please state the email address* Business email only | |

Continue on separate sheets if necessary

Time Breaks in Employment

Reasons should be given for any period in which you were not in either employment, education or training since leaving school. Please state this information in chronological order. Please continue on a separate sheet if necessary.

| From (exact dates) * | To (exact dates) * | Reason for a break * |
|----------------------|--------------------|----------------------|
| | | |
| | | |
| | | |

Education and Qualifications

Please provide details of qualifications gained since age 11.

| Name of School, College, University etc * | Dates attended (From / To) * | Qualifications awarded (incl. grades) * |
|---|------------------------------|---|
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Training

Please list all training undertaken that is relevant to the post applied for. Continue on a separate sheet if necessary.

| Course Title | Dates attended (From / To) | Training provider |
|--------------|----------------------------|-------------------|
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Senior Carer / Management History

For Senior Carer and Management positions only. Please continue on a separate sheet if necessary.

| Establishment | Date of Inspection | Outcome | Reference number (if known) |
|---------------|--------------------|---------|-----------------------------|
| | | | |
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Why are you applying for this job?

Please state below how you meet the person's specifications for the role. Please continue on a separate sheet if necessary



References

One of the referees must be your current (or most recent) employer. If you have no previous employment history, please provide a tutor or personal referee who can provide a character reference.

For care-related positions, we require email addresses of all previous employers that involve working with children, young people or vulnerable adults.

NB: We reserve the right to seek references from any previous employers listed in the 'Previous Employment' section of this form.

| Current Employer | |
|--|--|
| Name * | |
| Address * | |
| Tel No * | |
| Occupation * | |
| Email Address * (business address only) | |
| May we contact this referee prior to the interview? (select as applicable) | Yes <input type="checkbox"/> / No <input type="checkbox"/> |
| Second Employer | |
| Name * | |
| Address * | |
| Tel No * | |
| Occupation * | |
| Email Address * (business address only) | |
| May we contact this referee prior to the interview? (select as applicable) | Yes <input type="checkbox"/> / No <input type="checkbox"/> |
| Personal Referee or course tutor (if applicable) | |
| Name * | |
| Address * | |
| Tel No * | |
| Occupation * | |
| Email Address * | |
| May we contact this referee prior to the interview? (select as applicable) | Yes <input type="checkbox"/> / No <input type="checkbox"/> |

Warnings and Disciplinary Issues

| | |
|---|--|
| Have you ever been dismissed or resigned in the face of a dismissal or warning? * | Yes <input type="checkbox"/> / No <input type="checkbox"/> |
| Have you ever been the subject of an allegation(s) in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated? * | Yes <input type="checkbox"/> / No <input type="checkbox"/> |
| If you have answered yes to any of the above questions, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form. | |

Rehabilitation of Offenders Act 1974

The nature of the post for which you are applying means that it is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974. You are not, therefore, entitled to withhold information about cautions or convictions, which for other purposes are 'spent' under the provisions of the Act, unless covered by the Disclosure and Barring Service filtering rules which specify under what circumstances certain cautions or convictions are classed as 'spent'.

Further information can be found at: <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

Filtering rules do not apply to certain convictions, please refer to:
<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.

If you are successful the information on the form will be considered and, if you have declared any previous criminal convictions, cautions or reprimands, these may be discussed with you prior to a decision being taken on your appointment. If you are appointed any failure to disclose cautions or convictions not expressly covered by the filtering rules may result in the offer of appointment being withdrawn or disciplinary action being taken and possibly the police and/or the Disclosure and Barring Service being notified.


Please be aware that Distinction Care Agency Ltd. operates a policy on the recruitment of ex-offenders and that a criminal record will not automatically debar anyone from employment with the organisation.

| | |
|--|--|
| Have you ever been convicted of any offence in a Court of Law or received any bind-overs or cautions from the police? * (Any caution or conviction covered by the Disclosure and Barring Service filtering rules need not be disclosed). | Yes <input type="checkbox"/> / No <input type="checkbox"/> |
| Have you ever been included on any Disclosure and Barring/Criminal Records Bureau list which disqualified you from working with children or vulnerable adults? * | Yes <input type="checkbox"/> / No <input type="checkbox"/> |
| Are there any alleged offences outstanding against you? * | Yes <input type="checkbox"/> / No <input type="checkbox"/> |
| If you have answered yes to any of the above questions, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form. | |

Immigration, Asylum and Nationality Act 2006

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|--|--|
| Do you have the right to take up employment in the UK, either as a UK National, or because you hold a valid work permit? * | Yes <input type="checkbox"/> / No <input type="checkbox"/> |
|--|--|

Declaration

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|--|--------------------------|
| I declare that the information given on this application form is true and correct. I understand that any false or misleading information, or omissions of information concerning criminal convictions etc may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination. Should my application be successful, I give my consent for Distinction Care Agency Ltd. to seek employment references from any of the previous employers listed in the 'Previous Employment' section of this form. | |
| Signed: * | |
| Date: * | |
| Print name: * | |
| If the form has been completed electronically please place an 'x' in this box to indicate your consent → | <input type="checkbox"/> |
|  The General Data Protection Regulation (GDPR) <p>As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Distinction Care Agency Ltd will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Completed application forms and supplementary information provided by you in support of your application will be retained by the HR Department in a secure place for a period of 6 months, after which time the information will be destroyed, except for persons who subsequently take up employment with the organisation. This is to enable the organisation to fulfil its legal obligations in the event of a legal claim being brought against the organisation in relation to the recruitment and selection process. To view our Job Applicant Privacy Notice in full, please go to www.elolamhealthcare.co.uk/privacy-policy</p> | |
| Should you be unsuccessful in your application for the position applied for but would like us to send you information about future vacancies, please place an 'x' in the box to indicate your consent →. You can withdraw your consent at any time by contacting a member of the HR Department by phone on 075 0820 0919, by email at hr@distinctioncareagency.co.uk or in writing using the address below. | <input type="checkbox"/> |

Reasonable adjustments

If you require any reasonable adjustments to the recruitment process, including completion of this application form and interview, please provide details on a separate sheet of paper. Alternatively, please contact a member of the HR Department on 023 9308 0864 to discuss further.

How to return your form

Please email your completed application form to hr@distinctioncareagency.co.uk

Alternatively, completed forms can be sent to

Distinction Care Agency Ltd.,

49 Renny Road, Portsmouth,

Hampshire. PO1 5BB.

Thank you for your application.