PENN HOUSE RESIDENTIAL CARE HOME

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###### APPLICATION FORM

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| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED WILL STRICT CONFIDENCE FOLLOWING GDPR** |

**Please completed all sections on the form**

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| --- | --- | --- | --- | --- | --- | --- |
| Date: | Full / Part Time \* (\* **PLEASE CIRCLE**) | | | | | |
| Post/s Applied For: | Days / Nights / Both \* (\* **PLEASE CIRCLE**) | | | | | |
| **Personal Details: (Please print)** | | | | | | |
| Title (Miss / Mrs / Ms / Mr etc) | Date of Birth: | | | | | |
| Surname: | First Name(s): | | | | | |
| Have you ever been known by another Name? YES / NO  If yes please specify: | Date of Name Change:  Reason: | | | | | |
| Current Address:  Post Code: Date of Occupancy: | Home Tel No: | | | | | |
| Mobile No: | | | | | |
| Email Address: @ | | | | | |
| National Insurance Number: |  |  |  |  |  |
| **Date of last DBS :** **Update Service:** YES / NO Applicants will be required to provide additional addresses and dates if they have lived in the current address less than 5 years for DBS purposes. | | | | | |
| Do you require a work permit? YES / NO | If Applicable Work Permit Expiry date: | | | | | |
| If yes what type? | Nationality: | | | | | |
| Are you related to any member of staff employed by Penn House? YES / NO  If YES Please state their names: | | | | | | |
| How did you become aware of this vacancy? | | | | | | |

**PROFESSIONAL/VOCATIONAL QUALIFICATIONS / EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Courses (work and outside work)** | | | |
| **Subjects/Courses Taken**  **including GCSEs, A levels, Degrees etc.** | **Length of Course** | **Month and Year Taken** | **Qualifications Gained**  **(if appropriate enter pin no)** |
|  |  |  |  |

**Continue on another sheet if required**

**PROFESSIONAL/VOCATIONAL QUALIFICATIONS / EDUCATION/SCHOOL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Courses (work and outside work)** | | | |
| **Subjects/Courses Taken**  **including GCSEs, A levels, Degrees etc.** | **Length of Course** | **Month and Year Taken** | **Qualifications Gained**  **(if appropriate enter pin no)** |
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**Employment History - Full employment history must be provided with all gaps explained**

**- Current or most recent employment first**

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| --- | --- | --- | --- | --- |
| **Name and Address of Employer** | **From** | **To** | **Please give a brief description of your duties and responsibilities, including job title & nature of work** | **Hourly Salary/**  **Reason for leaving** |
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**Continue on another sheet if required**

**References Two Required**

One of these must be from your present or last employer – (must not be friends or relatives)

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| --- | --- |
| **Reference ONE** | **Reference TWO** |
| Name: | Name: |
| Position Held | Position Held |
| Name of Organisation/Company name | Name of Organisation/Company name |
| Address:  Post Code: | Address:  Post Code: |
| Tel. No.: | Tel. No.: |
| Email: | Email: |
| Capacity known to you: (personal or work related) | Capacity known to you: (personal or work related) |
| Are you agreeable to your references being taken up before your interview? YES / NO | |

**Medical / Health**

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| **Equality Act 2010** Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a “substantial” & “long-term adverse effect” on your ability to carry out normal day-to-day activities. Further information regarding the definition of disability can be found at: [www.gov.uk/definition-of-disability-under-equality-act-](http://www.gov.uk/definition-of-disability-under-equality-act-) 2010. |
| |  |  | | --- | --- | | For the purposes of this application & interview stage only, is there anything you would like us to be aware of so that we can make reasonable adjustments during the process? | Prefer not to say | |

**Additional Addresses if lived in the current address less than 5 years**

|  |  |
| --- | --- |
| Address:  Post Code: | Address:  Post Code: |
| Date Moved in: Date Left Property: | Date Moved in: Date Left Property: |
| Address:  Post Code: | Address:  Post Code: |
| Date Moved in: Date Left Property: | Date Moved in: Date Left Property: |

**OTHER RELEVANT INFORMATION**

The information you provide in this section will be used in assessing your application. Please refer to the job description and use this space to state your reasons for applying for the post, relating your skills, experience and personal qualities gained through paid and unpaid work and education to the requirements of the job. If you require more space, please attach a separate sheet.

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| Are there any dates when you are not available for interview? YES / NO |
| Please tell us what notice you need to give your current employer: |

#### REHABILITATION OF OFFENDERS ACT

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| Because of the nature of the work for which you are applying, it is considered to be exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of Exemption Order 1975 No. 1023.  Applicants are requested to give details of ALL convictions from criminal offences including those that would otherwise be considered as ‘spent’ by virtue of the said Act.  Failure to give details of convictions could result in dismissal. Information given will be considered only in relation to this application. |
| **Please answer all questions** |
| 1. Have you ever been convicted for a criminal offence? YES / NO – *(If yes, please give details).* |
| 1. Are you at present the subject of criminal charges? YES / NO |
| 1. Are you currently involved in any internal investigations / disciplinaries? YES / NO |
| 1. Do you consent to the above information being checked by the police? YES / NO |
| 1. Have you been police checked in the last 3 years? Is so, when and by whom? |

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| **Declaration & Consent** |
| **I confirm that the information provided in this application (and within my Curriculum Vitae if applicable) is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy.**  **I understand that any employment entered into is subject to documentary evidence and of my right to work in the UK and satisfactory references and a clear DBS.**  **I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.**   |  |  | | --- | --- | | **If successful Penn House requires your consent to collect and process your application data?** | **Yes No** | | **I give consent that any data requested will be used for recruitment purposes only, thereafter if successful for my personal file?** | **Yes No** | |
| **Print Name:** |
| **Signature:** |
| **Date:** |

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| Penn House Ltd undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. After initial assessment, Penn House Residential Care Home may keep your details on file pending suitable opportunities that may arise in the future. Please indicate yes or no if you do not wish us to hold your details.  YES / NO |