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| Application for employment at: | |
| Application for the post of: | |
| Available to take up post on: | Available to work: FULL / PART time,  MORNINGS / AFTERNOONS/ NIGHTS  (Delete as appropriate) |

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| --- | --- |
| Surname: | Previous surname (if applicable) |
| Forename(s): | Date of birth: |
| Address: | Home phone: |
| Mobile: |
| Email: |
| Can we make contact with you using the email address provided for organisational communication, updates and employment related matters? | YES / NO (Delete as appropriate) |

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| Are you legally entitled to work in the UK: | Yes / No  (Evidence will be required at interview) |
| What is your National Insurance number? |  |
| Do you hold a valid full license to drive a car: | Yes / No |
| Do you own a car? | Yes / No |
| Are you related to anyone working for Age UK North Tyneside or EveryDay Care? If so, provide name and job title: |  |
| How did you hear about this vacancy?  (If this is a staff referral please give the name of the staff member) |  |

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| **PROFESSIONAL ACADEMIC OR OTHER QUALIFICATIONS**  **(Including Educational Qualifications)** | | | | |
| SCHOOL/COLLEGE/UNIVERSITY | FROM DATE | TO DATE | QUALIFICATION | QUALIFICATION OBTAINED |
|  |  |  |  |  |

**(Continue on separate sheet if necessary)**

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| **FULL EMPLOYMENT HISTORY**  (Please give details of all previous posts, the most recent shown first)  (If offered employment with EveryDay Care your last two employers will be contacted for a reference) | | | | |
| Name of previous employer(s) stating with most recent | From (Month and Year) | To (Month and Year) | Position held and salary/hourly rate of pay | Reason for leaving |
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**(Continue on separate sheet if necessary)**

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| **Are there any gaps in your employment record: YES / NO. If YES explain below** |
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| **REFERENCES – (INCLUDING CURRENT EMPLOYER)** | |
| **1st Referee** | **2nd Referee** |
| **Name:** | **Name:** |
| **Professional position:** | **Professional Position:** |
| **Company Address:** | **Company Address:** |
| **Landline Phone:**  **(REQUIRED)** | **Landline Phone: (REQUIRED)** |
| **Mobile:** | **Mobile:** |
| **Work Email:**  **(REQUIRED)** | **Work Email: (REQUIRED)** |
| * We will verify references received before confirming any job offer * Referees will only be contacted if EveryDay Care is making an employment offer. * Please indicate to us if there is any reason why we shouldn’t contact your referees. | |

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| **DISCLOSURE OF CRIMINAL CONVICTIONS** | | |
| Have you a prosecution pending: | | Yes / No |
| Have you ever been convicted at a court or been cautioned by the police for any offence: | | Yes / No |
| Have you ever received a reprimand or warning for any offence: | | Yes / No |
| Have you been referred to the DBS Barred list? | | Yes / No |
| If you answered YES to any of the above, please provide details below | | |
| DETAILS OF THE OFFENCE/ CAUTION | PENALTY/SANCTION IMPOSED | DATE |
|  |  |  |
| * The nature of this work requires that all employees are subject to a police criminal records check. This must be undertaken before an offer of employment can be confirmed. * A criminal record may not, itself, disqualify from employment, but failure to disclose such a conviction will * The Rehabilitation of Offenders Act does apply to this position and ALL CONVICTIONS MUST BE DISCLOSED. | | |

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| **PROTECTION OF VULNERABLE ADULTS** | |
| Have you ever been referred for inclusion on the SOVA or similar list: | Yes / No |
| Are you currently included on the SOVA or similar list: | Yes / No |

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| **MISCONDUCT** | | | |
| Have you ever been found guilty of misconduct by an employer or professional body: | | | Yes / No |
| Are you currently under investigation for misconduct: | | | Yes / No |
| If you answered YES to any of the above, please provide details below | | | |
| **DETAILS** | **PENALTY / SANCTION IMPOSED** | **DATE** | |
|  |  |  | |
| **PERSONAL STATEMENT**  **(Any other information that you feel is relevant and supports your application)** | | | |
| EveryDay is a values-based organisation – meaning that we expect all of our staff to be **Optimistic,** **Inclusive,** **Dedicated,** **Enabling,** **Responsive** **and** **Realistic**. Using your understanding of what it means to be a Home Care Assistant, please use the space below to tell us what these values mean to you and how they would help you were you successfully appointed to EveryDay Home Care.  (Continue on a separate sheet if required) | | | |

EveryDay is committed to interviewing all candidates with a disability who meet the minimum criteria for selection

Do you have a disability which has a substantial and/or long-term effect on your ability to carry out day-to-day activities?

YES NO If you wish, please use the space below to provide further information on your disability:

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EveryDay Home Care offers guaranteed minimum 16 hour contracts to all employees from day one of their employment While we always try to provide employees with work in their preferred locations, occasionally we have to ask our Home Care Assistants to be flexible and work with customers in other locations in order to make up their contractual obligations to us. Please note that we do pay travel time and mileage.

Indicate below which areas are your preferred locations to work in, keeping in mind that we may from time-to-time require you to work in other locations when the need arises. **(tick** ✔**each** **which** **applies)**

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North Tyneside - Longbenton/Forrest Hall/Wideopen

North Tyneside - North Shields/Tynemouth/Whitley Bay/ Shiremoor North Tyneside –

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Wallsend/Howdon

Newcastle – Gosforth / Byker/ Walker

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In order to plan rotas and map your availability to our existing contracts, please complete each of the following three sections to indicate your **core** **hours** (those hours you would prefer to work), your **optional** **hours** (those additional times you may be available to work) and your **no-go** **hours** (when you would not be available for work). Please note that while we will always try to be flexible, our standard working requirements are for five days each week to include a minimum

of one weekend day **(tick** ✔**each** **which** **applies)**

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| CORE HOURS (YOUR PREFERRED HOURS OF WORK) | | | |
| DAY | MORNINGS  (07:00am – 2:00pm) | EVENING (3:30pm – 11:00pm) | OVERNIGHT (22:00 – 08:00) |
| MONDAY |  |  |  |
| TUESDAY |  |  |  |
| WEDNESDAY |  |  |  |
| THURSDAY |  |  |  |
| FRIDAY |  |  |  |
| SATURDAY |  |  |  |
| SUNDAY |  |  |  |
| NO-GO HOURS (TIMES YOU WOULD NOT BE AVAILABLE FOR WORK) | | | |
| DAY | MORNINGS  (07:00am – 2:00pm) | EVENING (3:30pm – 11:00pm) | OVERNIGHT (22:00 – 08:00) |
| MONDAY |  |  |  |
| TUESDAY |  |  |  |
| WEDNESDAY |  |  |  |
| THURSDAY |  |  |  |
| FRIDAY |  |  |  |
| SATURDAY |  |  |  |
| SUNDAY |  |  |  |

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| **DECLARATION** | |
| **I confirm that the information provided is a true account. I also confirm that I am physically and mentally fit to fulfil the job for which I have applied. I consent to the Company checking any information provided on this application form, and I understand that giving false information may lead to any job offer being withdrawn, or to formal action up to and including termination of my employment.** | |
| **SIGNED:** | **DATE:** |