

CONFIDENTIAL

APPLICATION FOR THE POST OF DOMESTIC CARE WORKER

1) PERSONAL DETAILS

PLEASE ENTER YOUR FULL NAME _____

ADDRESS: _____ TEL NO: _____

_____ MOBILE NO: _____

_____ EMAIL: _____

POST CODE: _____ (Required for DBS application)

AVAILABILITY

Please indicate the days and times when you would be available to work:

MON ampm.....TUES ampmWED ampm.....

THUR ampmFRI am pm

In which area / areas would you like to work? _____

Will you be on **FOOT** **BICYCLE** or **DRIVE** (please circle all that apply)

Do you have any holiday commitments? _____

2) EMPLOYMENT HISTORY (please supply details for at least the past 10yrs up to present/last employer)

<u>Date</u>	<u>Company</u>	<u>Job Title</u>	<u>Reason for Leaving</u>

3) PRESENT / LAST EMPLOYER* (Delete as appropriate)

NAME AND ADDRESS OF EMPLOYER: _____ TEL NO: _____

_____ FULL OR PART-TIME? _____

_____ CURRENT SALARY: _____

_____ NOTICE REQUIRED: _____

POSITION HELD: _____ LENGTH OF TIME IN POST _____

BRIEF DESCRIPTION OF DUTIES:

3) QUALIFICATIONS / CERTIFICATES HELD

4) EXPERIENCE

a) Why have you applied for this post?

b) Please tell us of any experience you have with older people, either in your working or personal life.

5) REFERENCES: If you are successful two satisfactory references will be required.

a) We will request one from your present or last employer as overleaf.

b) Please supply the name and address of a second referee.

(We cannot accept reference from family members).

1. Referee

Name:

Address:

Telephone No:

In what capacity is the referee known to you?

2. Referee

Name:

Address:

Telephone No:

In what capacity is the referee known to you?

6. Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974) YES/NO

Please note that checks will be made through the Disclosure & Barring Service (DBS)

7. Do you need a work permit to take up employment in the UK? YES/NO

8. DECLARATION

The information given in this application is true and complete, and will be subject to verification and the basis on which employment is offered.

Signed _____ Date _____

Please return the completed application form in the envelope provided. DH/DO/13

EQUAL OPPORTUNITY POLICY

Policy Statement

Age UK Northamptonshire is committed to the welfare of older people and to maintaining their individual dignity and worth in, and to, society. It is committed therefore to the principle of quality of opportunity both in the service it provides and in those policies relating to its employees and those who might aspire to be working for the organisation.

The Executive Committee, through the Chief Officer, will seek to ensure that;

There is no intended discrimination in the provision of services to older people and no one connected with the organisation either as client or employee or volunteer will receive less favourable treatment on grounds of age, disability, race, gender, marital status, class, political preference, religion or sexual orientation.

HEALTH AND SAFETY

Policy Statement

Age UK Northamptonshire firmly believes in the importance of providing a safe and healthy environment for clients, volunteers, staff and any visitors to its premises.

The Organisation wholly accepts the aims and provisions of the Health and Safety at Work Act 1974 and recognises that the need to provide and maintain safe, healthy and hygienic conditions and practices is foremost in its duties and responsibilities to employees, volunteers and clients. It is the intention of all management and staff to apply the Safety Policy and all current Health and Safety legislation.

EMPLOYMENT POLICY

Policy Statement

Age UK Northamptonshire is committed to good practice in its recruitment and promotion policies which allow equality of opportunity to individuals when applying for and being considered for vacancies and for promotion.

HARASSMENT POLICY

Policy Statement

Age UK Northamptonshire believes that no employee or client should have to tolerate unwelcome or unwanted behaviour and has adopted practices to handle such issue should they arise.

CONFIDENTIALITY POLICY

Policy Statement

Age UK Northamptonshire believes all users of their services have a right to assume that information divulged by them will be treated in confidence.



EQUAL OPPORTUNITIES

Age UK Northamptonshire strives to be an Equal Opportunity Employer. We are committed to ensuring that no potential or current employee is treated less favourably on the grounds of sex, sexual orientation, married status, race, nationality, ethnic or national origin or colour, creed or religion.

TO HELP ENSURE THAT THIS POLICY IS PUT INTO PRACTICE, AND FOR NO OTHER REASON, PLEASE COMPLETE THE BRIEF SUMMARY BELOW
This sheet will be detached and used for monitoring purposes only

(All information provided by applicants will be treated as confidential)

Full Name _____

Gender Male Female

Date of Birth _____ Marital Status _____

I would describe my cultural and ethnic origin as:

- | | | |
|--|--|--|
| a) White British
British
Irish | b) Mixed
White & Black Caribbean
White & Black African
White & Asian | c) Asian or Asian
Indian
Pakistani
Bangladeshi |
| d) Black or Black British
Caribbean
African | e) Chinese or Other Ethnic group
Chinese
Other | |

Do you perceive yourself to have a disability Yes No