

Form Name	<b>APPLICATION FORM</b>
Reference No.	<b>HRF4</b>



Please use either blue or black ink or type to complete this application form. Once completed, please return via post to **Cedar Care Homes, Mortimer House, Clifton Down Road, Clifton, BS8 4AE** via email to [jobs@cedarcarehomes.com](mailto:jobs@cedarcarehomes.com) or, if already **arranged for an interview**, please bring it along with your required ORIGINAL documents.

#### Please Note

- The information requested within this Application is essential. Please ensure that you complete ALL of the sections as FULLY as possible.
- Should you require any information or advice on completing the form, please contact the HR department on 0117 9467216, or we can assist in during the interview.
- Please note that we require to see ORIGINAL of all the documents during the interview to verify the information you provide.
- Please see Pg. 12 for the checklist of documents required.

#### For office notes only

**PART A: GENERAL INFORMATION**

To assist us in our recruitment process, we would like you to complete the following table of information as accurately as possible:

<b>Surname / Family Name</b>		<b>Title</b>	
<b>Forenames(s)</b>			
<b>Post applied for</b>			
<b>Date</b>		<b>Delete as appropriate</b>	<b>Full time</b> <b>Part time</b> <b>Bank</b>
<b>How did you become aware of this vacancy?</b>			
<b>If you were informed by a friend, please state their Name and Home where they work</b>			
<b>Any other roles you would consider</b>			

**PART B: PERSONAL DETAILS**

Please tell us about you:

<b>Current Address</b>		<b>Post code</b>	
<b>Alternative contact telephone number</b>			
<b>Alternative contact mobile number</b>			
<b>Email address</b>			
<b>Do you have a UK valid, full and current driving licence?</b>	Yes	No	
<b>Do you have the use of a car?</b>	Yes	No	
<b>Nationality</b>			
<b>If not a UK citizen, what is your status in the UK i.e. type of VISA and validity Please attach a copy of your documents – work permit, passport, endorsement, etc.</b>			
<b>Type of VISA</b>		<b>Date valid from</b>	
		<b>Date valid to</b>	

## PART C: EDUCATION HISTORY

Please provide the most recent education/ training programme first:

<b>C1: SECONDARY, FURTHER AND HIGHER EDUCATION / VOCATIONAL TRAINING AND QUALIFICATIONS</b>			
<b>Start Date</b>	<b>End Date</b>	<b>Name of School /College/ University attended</b>	<b>Name/ level/ grade or qualifications obtained</b>

Please provide the most recent qualification first:

<b>C2: OTHER QUALIFICATIONS/ COURSES THAT MAY SUPPORT THE APPLICATION</b>			
<b>Start Date</b>	<b>End Date</b>	<b>Name of School /College/ University attended</b>	<b>Name/ level/ grade or qualifications obtained</b>

We are interested to know all Professional Memberships and Registrations that you have regardless of apparent relevance:

<b>C3: PROFESSIONAL MEMBERSHIP/ REGISTRATION</b>			
<b>Name of Professional body</b>	<b>Category of Membership</b>	<b>Membership/ Reference No.</b>	<b>Validity Date</b>

**PART D: WORK HISTORY & REFERENCES**

In addition to submitting your curriculum vitae (CV) with this application, please provide details of your current and previous employment below.

**For Legal Compliance reasons, we will need to obtain references from your most recent employers. This is a MANDATORY requirement and you MUST therefore provide the information where it is stated as MANDATORY. We will not be able to consider your application without this information.**

**If this is your first employment and you are just starting after the completion of your education, please proceed to section D4 on Pg. 08.**

Please start with most recent previous employment first.

<b>D1: Your Current or Most Recent Employer – This information is MANDATORY:</b>			
<b>Company Name</b>			
<b>Address</b>			
<b>Type of business</b>		<b>Position held</b>	
<b>Start date</b>		<b>Leaving date (if applicable)</b>	
<b>What is your salary?</b>			
<b>What length of notice are you required to give?</b>			
<b>Brief description of main duties and responsibilities</b>			
<b>Reason for leaving / seeking to leave</b>			
<b>We will need to contact this person for a reference. Do you agree to this?</b>	Yes	No	
<b>If “No” please provide reasons below</b>			
<b>May we contact the referee prior to your interview?</b>	Yes	No	
<b>Referee Name</b>		<b>Referee Job Title</b>	
<b>Telephone</b>		<b>Fax</b>	
<b>Email address</b>			

If you have worked for the company detailed in section D1 for over 5 years, you may nominate a Supervisor from the same company to provide a professional reference in the first part of section D2 below.

<b>D2: Recent Previous Employers – This information is MANDATORY:</b>			
<b>Company Name</b>			
<b>Address</b>			
<b>Type of business</b>		<b>Position held</b>	
<b>Start Date</b>		<b>Leaving Date</b>	
<b>Reason for leaving</b>			
<b>We will need to contact this person for a reference. Do you agree to this?</b>		Yes	No
<b>If “No” please provide reasons below</b>			
<b>May we contact the referee prior to your interview?</b>		Yes	No
<b>Referee Name</b>		<b>Referee Job Title</b>	
<b>Telephone</b>		<b>Fax</b>	
<b>Email address</b>			
<b>Company Name</b>			
<b>Address</b>			
<b>Type of business</b>		<b>Position held</b>	
<b>Start Date</b>		<b>Leaving Date</b>	
<b>Reason for leaving</b>			
<b>We may need to contact this person for a reference. Do you agree to this?</b>		Yes	No
<b>If “No” please provide reasons below</b>			
<b>May we contact the referee prior to your interview?</b>		Yes	No
<b>Referee Name</b>		<b>Referee Job Title</b>	
<b>Telephone</b>		<b>Fax</b>	
<b>Email address</b>			

Please provide the details of your employment preceding the above mentioned spanning back to the beginning of your working career, in descending date order in the following section D3 provided below. The provision of **Referees** for these employers is **OPTIONAL**.

The following section **MUST** be completed even if you are submitting a copy of your curriculum vitae (CV). Please use a continuation sheet if necessary.

<b>D3: Further Employment History</b>			
<b>Company Name</b>		<b>Job Title</b>	
<b>Start Date</b>		<b>Leaving Date</b>	
<b>Reason for leaving</b>			
<b>May we contact this referee prior to interview, without contacting you first?</b>			Yes No
<b>Referee name</b>		<b>Referee Job Title</b>	
<b>Telephone</b>		<b>Fax</b>	
<b>Email address</b>			
<b>Company Name</b>		<b>Job Title</b>	
<b>Start Date</b>		<b>Leaving Date</b>	
<b>Reason for leaving</b>			
<b>May we contact this referee prior to interview, without contacting you first?</b>			Yes No
<b>Referee Name</b>		<b>Referee Job Title</b>	
<b>Telephone</b>		<b>Fax</b>	
<b>Email address</b>			
<b>Company Name</b>		<b>Job Title</b>	
<b>Start Date</b>		<b>Leaving Date</b>	
<b>Reason for leaving</b>			
<b>May we contact this referee prior to interview, without contacting you first?</b>			Yes No
<b>Referee Name</b>		<b>Referee Job Title</b>	
<b>Telephone</b>		<b>Fax</b>	
<b>Email address</b>			

<b>Company Name</b>		<b>Job Title</b>	
<b>Start Date</b>		<b>Leaving Date</b>	
<b>Reason for leaving</b>			
<b>May we contact this referee prior to interview, without contacting you first?</b>			Yes      No
<b>Referee Name</b>		<b>Referee Job Title</b>	
<b>Telephone</b>		<b>Fax</b>	
<b>Email address</b>			
<b>Company Name</b>		<b>Job Title</b>	
<b>Start Date</b>		<b>Leaving Date</b>	
<b>Reason for leaving</b>			
<b>May we contact this referee prior to interview, without contacting you first?</b>			Yes      No
<b>Referee Name</b>		<b>Referee Job Title</b>	
<b>Telephone</b>		<b>Fax</b>	
<b>Email address</b>			

**If there are any GAPS in your Employment History – please provide details below:**

<b>Start Date</b>	<b>End Date</b>	<b>Reason</b>

**If this is your first job and you are unable to provide us with employer references, two character references MUST be provided instead. This would preferably be your teacher or mentor.**

Character References can also be provided from professional persons (Doctors, Lawyers, Experts, etc.) who have been relatively close to you (family friend or neighbour). If you have been a part of a volunteer scheme or clubs and societies, they are also considered to be source of character reference.

Please provide the details of your referees in the table below:

<b>D4: Character Reference Details</b>				
<b>May we contact this referee prior to interview, without contacting you first?</b>			Yes	No
<b>Referee Name</b>		<b>Referee Job Title</b>		
<b>In what capacity does the referee know you?</b>		<b>For how long the referee has known you?</b>	<b>From</b>	<b>To</b>
<b>Telephone</b>		<b>Fax</b>		
<b>Email address</b>				
<b>May we contact this referee prior to interview, without contacting you first?</b>			Yes	No
<b>Referee Name</b>		<b>Referee Job Title</b>		
<b>In what capacity does the referee know you?</b>		<b>For how long the referee has known you?</b>	<b>From</b>	<b>To</b>
<b>Telephone</b>		<b>Fax</b>		
<b>Email address</b>				

<b>PART E: Reason for applying for the position</b>

**PART F: REHABILITATION OF OFFENDERS**



All staff that are successful will be offered employment subject to the return of an enhanced DBS Check. If you have been convicted of any crime, either in the UK or outside of the UK (other than motoring offences) regardless of whether it would be a “spent” offence under the Rehabilitation of Offenders Act, you are required to disclose it below:

The provisions relating to the non-disclosure of criminal convictions or cautions do not apply to certain occupations. The job for which you are applying is included in the excepted types of employment under the Rehabilitation of Offenders Act (Exception Order) 1975.		
Have you ever been convicted or cautioned of any criminal offence in your own country of origin or any other country?	<b>Yes</b>	<b>No</b>
<b>(Admitting an offence does not automatically exclude you from being offered employment)</b>		
If yes, please give details and dates:		
<b>Failure to disclose any criminal offence could lead to your application being rejected, or if you are appointed, to dismissal if it is subsequently learned that you have had previous convictions or cautions.</b>		

It is also a requirement that any Overseas Employee intending to work in Nursing Homes must submit a Police Clearance Certificate from their country of origin if they have lived in the U.K. for less than six months.		
Do you have a Police Clearance Certificate dated no longer than three months before date of arrival in the UK?	<b>Yes</b>	<b>No</b>
If no, are you able to obtain one?	<b>Yes</b>	<b>No</b>
<b>If you have answered no to the above question, we would be unable to proceed with your application.</b>		

## PART G: PRIVACY NOTICE

We only collect information that is required by law or is required for us to comply with contractual obligations. Following the collection of the personally sensitive data, we ensure that it is securely stored and only processed by trained staff who are aware of their personal and our corporate responsibilities for complying with the GDPR.

We never share your personally sensitive information with persons outside of Cedar Care unless we are obliged to do so (e.g. HMRC, Accountants for payroll purposes, CQC, or the Safeguarding Adults Team for contact purposes to assist in investigations, etc.). Where information is shared, we only share the information that is necessary to satisfy the purposes for which it was shared.

Similarly, we only retain personally sensitive data for the minimum period and regular reviews ensure that data is destroyed at the appropriate times.

**By signing this document, you confirm your consent to us collecting, storing and sharing when required, your personal data. You may withdraw your consent at any time, but this may adversely affect our ability to continue your employment.**

If you have concerns about our policy, in the first instance, you should contact the person who has issued this form to you. If your concerns are not dealt with satisfactorily, you should contact Mrs Minal Desai at [enquiries@cedarcarehomes.com](mailto:enquiries@cedarcarehomes.com), or by writing to her at **Cedar Care Homes, Mortimer House, Clifton Down Road, Clifton, BS8 4AE.**

## DECLARATION OF APPLICANT

***I confirm that all the information in this application is correct to the best of my knowledge. I realise that should any information prove to be false at a later date, this could constitute grounds for withdrawal of any job offer.***

Signed		Dated	
Print Name			

**OPTIONAL INFORMATION: EQUAL OPPORUNITIES MONITORING**

**EQUAL OPPORTUNITIES IN EMPLOYMENT**

Cedar Care does not discriminate, and our employment procedures ensure that we are complying with Equal Opportunities Policies. To this end we would be grateful if you could please fill in this questionnaire and return it with your application form. Your information will remain confidential at all times. The information given is only used for statistical purposes and is not a part of the selection process. Thank you for your co-operation in this area.

Application for post of			
<b>Please indicate your answer by ticking the appropriate box.</b>			
Sex	Male		Female
Date of birth			
Marital status	Single		
	Married		
	Divorced		
Registered disabled	Yes		No
Any other disability	Yes		No
Have you any dependants	Yes		No
Please tick the box beside the Ethnic Group which you consider that you belong to. If you wish, you can write further details beside the box. Please tick only one box.			
White (UK & N. Ireland)		Black (Caribbean)	
White (Europe & Eire)		Black (African)	
Asian		Oriental	
Other			

## DOCUMENTS TO SEND OR BRING WITH YOUR APPLICATION

DOCUMENT	Essential	Advised	Tick If available
PASSPORT	X		
BIRTH CERTIFICATE (If UK national with no passport)	X		
IDENTITY CARD		X	
UK DRIVERS LICENCE	X		
PROOF OF ADDRESS (i.e. Bank Statement, Utility Bills, etc.)	X		
PROOF OF PREVIOUS ADDRESSES (Last 5 years)	X		
REFERENCES FROM LAST TWO EMPLOYERS, IF NOT AVAILABLE TWO CHARACTER REFERENCES FROM PEOPLE WHO ARE NOT FRIENDS OR RELATIONS	X		
CERTIFICATE OF SECONDARY EDUCATION		X	
CERTIFICATES OF HIGHER EDUCATION		X	
CERTIFICATES OF OTHER TRAINING		X	
CURRENT OR RECENT DBS CERTIFICATE (Enhanced)		X	