



APPLICATION FORM

HOME SUPPORT WORKER

NIGHT CARER

MOBILE RESPONSE CARER

OTHER (please specify) _____

PERSONAL DETAILS

Surname or Family Name: _____ Ms/Miss/Mrs/Mr/Other: _____

Forename(s): _____

Address: _____

_____ Postcode: _____

Tel: Home: _____ Tel: Mobile: _____

Email: _____

National Insurance Number: _____

VEHICLE

Do you have a car at your disposal? Yes No

Do you possess a current UK/EU driving license? Yes No

Do you have valid motor vehicle insurance? Yes No

ELIGIBILITY TO WORK IN UK

Do you possess a current document* entitling you to work in the UK? Yes No

Type of Document: _____ Expiry Date: _____

* Valid documents include UK/EU passport, visa, work permit

AREAS OF WORK

Please tick the area you would prefer to work in, ie. City or any of the South areas (tick all that apply):

City
This includes: Abingdon Road, Cowley,
Headington, Littlemore, Marston and North
Oxford

South 2
This includes: Didcot, Benson and Wallingford

South 1
This includes: Abingdon, Botley, Kennington,
Cumnor and Wootton

South 3
This includes: Faringdon, Wantage and Bampton

AVAILABILITY

Are you available to work full time or part time hours Full Time Part Time

EDUCATION, TRAINING AND NON-VOCATIONAL EXPERIENCE

| Secondary Schools, Colleges and/or Universities Attended | Dates: From To | Qualifications gained or pending (Please state subject and level) | Grade |
|--|----------------------|--|-------|
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Do you have any non-vocational experience/skills which may be relevant to your application eg family duties, voluntary work, leisure activities? Yes No

If yes, please give details: _____

ATTENDANCE ON TRAINING COURSES

| Course and Duration | Organising Body | Date |
|---------------------|-----------------|------|
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| | | |
| | | |
| | | |

PRESENT OR MOST RECENT EMPLOYMENT

Employer: _____
 Job Title: _____
 Date Commenced: _____ Notice Period: _____
 Grade and/or Wage/Salary: _____
 Reason for wishing to leave: _____

Please list below key duties and responsibilities of present or most recent job: _____

EMPLOYMENT HISTORY

| Name and Address of Employer | Period of Employment (give precise dates) | Title of Post and Salary/Wage | Reason for Leaving |
|------------------------------|--|-------------------------------|--------------------|
| | | | |
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| | | | |
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Please include any gaps in employment, continuing on another sheet if necessary, as we need a full history since leaving full time education.

SOCIAL CARE

Date you first entered employment in the Social Care Sector (if applicable): _____

DISCIPLINARY ACTION

Have you ever had disciplinary action against you in previous employment? Yes No

HOLIDAYS

Do you have any currently booked upcoming holidays? Yes No

If Yes please state dates: _____

EQUAL OPPORTUNITY POLICY

Oxford Private Care Ltd is an Equal Opportunity employer. The company has a policy whose aim is to ensure that unfair discrimination does not take place in recruitment. In order to help the company monitor the effectiveness of this policy (and for no other reason); you are asked to provide the information requested below.

This information is confidential and does not form part of your application. This slip will be detached from your application from when it is received and the information will not be taken into account when making the appointment.

Surname: _____ Initials: _____

Gender: Male Female

Ethnicity: Please indicate which of these groups you consider you belong (tick one only)

- Bangladeshi
- Black – African
- Black – British
- Black – Caribbean
- Chinese
- Indian
- Pakistani
- White – British
- White – European
- White – Irish
- Black – Other (please specify): _____
- White – Other (please specify): _____
- Other (please specify): _____

REHABILITATION OF OFFENDERS ACT 1974

Disclosure of convictions may not necessarily be a bar to a successful application. If your application is in respect of a position which involves the supervision of, or otherwise connected with, those occupations which are exempt from the Rehabilitation of Offenders Act 1974(amended) you are required to declare any convictions for criminal offences. You may provide details here or submit them on a separate sheet in a sealed envelope, marked 'Confidential'. For other jobs, only those convictions, which are deemed 'unspent' need to be disclosed. Please note, if you have accepted a Caution, Warning or Reprimand from a police office, then you have admitted your part in an offence.

Do you have any current or past convictions: Yes No

If Yes please give details: _____

Signed: _____ Date: _____

DECLARATION

I declare that all the foregoing details given in this application are true to the best of my knowledge. I understand that if I have knowingly provided false or withheld material information, I may be dismissed from any post gained as a result.

Signed: _____ Date: _____

Data Protection Notice

The Business requires certain information prior to you commencing employment, to ensure you will be able to perform the requirements of the job and give reliable service, and to ensure compliance with relevant Health and Safety regulations. The information is also required in order to establish whether any reasonable adjustment may need to be made to assist you in performing your duties, in accordance with the Disability Discrimination Act 1995.

The information you provide will be treated in the strictest confidence, and used only for the purposes detailed above in compliance with the Data Protection Act 1998.

Signed: _____ Date: _____

HOW DID YOU HEAR ABOUT OPC?

Please tick one only.

- | | | |
|---|--|--|
| <input type="checkbox"/> Radio (Heart FM) | <input type="checkbox"/> Newspaper/magazine ad | <input type="checkbox"/> Online recruitment site eg. Fish4jobs |
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> OPC website | <input type="checkbox"/> Display ad in retail establishment |
| <input type="checkbox"/> Job Centre Plus | <input type="checkbox"/> Prospective | <input type="checkbox"/> Other. Please state _____ |