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Application Form

Position Applied For:	
Personal Details	
First Name:	Address:
Surname:	
Maiden Name:	
Marital Status: (Single/Divorced/Married/Widowed)	
Dependants:	Post Code:
Place Of Birth:	Next Of Kin:
Nationality:	Relationship:
Tel Home: Work:	Contact Number: Email:

Work Permit	
Do you need a work permit to take up this post:	Yes / No
Working In the UK	
Are you eligible to work in the UK:	Yes / No
Driving Licence	
Do you have a driving licence?	Yes / No
If Yes which Categories are you entitled to drive?	
If Yes please ensure you receive a copy of our Drivers Handbook	

References	
Please give names and addresses of three referees, including telephone numbers, whom we may approach for a reference. The first referee should be your present or most recent employer. Relatives are not acceptable.	
Name 1:	Designation:
Address:	
Postcode:	
Telephone Number:	Email:
Capacity In which referee knows you:	
Name 2:	Designation:
Address:	
Postcode:	
Telephone Number:	Email:
Capacity In which referee knows you:	
Name 3:	Designation:
Address:	
Postcode:	
Telephone Number:	Email:
Capacity In which referee knows you:	

Previous Applications with Kare Plus	
Have you previously applied for a position with this agency?	Yes / No
If Yes Please give following details	
Date Of Application:	
Office Applied To:	
Outcome Of Application:	
Reason for Leaving (if any):	

Employment Information

Name and Address Of Current Employer

Position Held:

Date Started:

Reason For leaving (if applicable)

Telephone:

Summary Of Duties and Responsibilities

Full Employment History including any Employment Vacations

Name & Address

Position Held

From

To

Reason for Leaving

Academic Qualifications		
Subjects	Type of qualification e.g. GCSE, Higher, BSc	Grade Achieved

Professional & Clinical Qualifications			
Qualification	Proficiency	Grade / Reg No.	Date

Membership Of Professional or Regulatory Bodies		
Full Name Of Organisation	Registration Number	Renewal Date

Medical Questionnaire

Please state whether to the best of your knowledge and belief you have suffered from any of the following conditions by entering YES or NO in each case. If the answer is YES please give further details.

Condition	YES/NO	Details
Varicose Veins or Foot trouble?		
Hernia?		
Dysentery?		
Gall Bladder Disease?		
Diabetes?		
Thyroid Disease?		
Disease of Kidney / Bladder?		
Fits/Black-outs/Epilepsy/Giddiness/Fainting?		
Mental Illness or Nervous Breakdown?		
Skin Disease or Skin Sensitivity?		
Migraine?		
Defect Of Sight, Hearing or Speech?		
Other illness, operations or accidents?		
Have you been under care in the last year/		
Has any member of your family had T.B?		
Tuberculosis?		
Typhoid / Paratyphoid Fever?		
Asthma / Hay Fever / Sinusitis / Tonsillitis?		
Bronchitis?		
High Blood Pressure?		
Rheumatic Fever?		
Heart Disease?		
Arthritis / Rheumatism?		
Permanent weakness of the hand or limb?		
Back or Neck Disorder?		
Have you ever lived outside the UK?		
Have you ever failed a medical?		
Are you registered disabled?		If yes give registration number

GP Name & Address:

To the best of my knowledge (Name) _____ DOB _____
 is occupationally fit to be employed as a _____
 General Practitioner / OH Referral Signed _____ Date _____

Company Stamp

CQC & Government Required Information

Ethnicity

- | | |
|-----------------------------------|---|
| 1 = White British | 9 = Asian or Asian British Pakistani |
| 2 = White Irish | 10 = Asian or Asian Bangladeshi |
| 3 = Any other white background | 11 = Asian or Asian British or any other background |
| 4 = Mixed white and Caribbean | 12 = Black or Black British Caribbean |
| 5 = Mixed white and black African | 13 = Black or Black British African |
| 6 = Mixed white and Asian | 14 = Black or Black British or any other background |
| 7 = Any other mixed background | 15 = Chinese |
| 8 = Asian or Asian British Indian | 16 = Any other |
| | 17 = Prefer not to answer |

Code No: _____

To which religion, religious denomination or body do you actively belong?

- | | |
|------------------------------------|--------------------|
| (Christianity) – Church of England | Hinduism |
| (Christianity) – Roman Catholic | Sikhism |
| Christianity (Other) | Judaism |
| Other faith / belief | Islam |
| Buddhism | No religion (none) |
| Prefer not to answer | |

Which of the following best describes your sexual orientation?

- | | |
|----------------------|---------------------|
| Prefer Not to answer | Gay Man |
| Bisexual | Lesbian / Gay Woman |
| Heterosexual | Other |

Immunisation			
Certification to be provided on the following:			
1. Hepatitis B	Date	5. Tetanus	Date
2. Rubella	Date	6. Varicella	Date
3. Tuberculosis	Date	Have you ever required an MRSA Screen?	
4. Poliomyelitis	Date	Yes / No	Date

Bank & Payroll Details	
National Insurance Number:	Bank Name:
Sort Code:	Bank Address:
Bank Account Number:	
Bank Account Name:	

Asylum & Immigration	
I confirm that I have seen the original documentation of two of the following:	
1. Original passport and / or visa	3. Birth certificate / Marriage Certificate
2. Work permit within date	4. National Insurance Number card
Signed:	Date:

Original Documentation Verified at Interview		
Three forms of identification as follows: 1) Passport, 2) Driving Licence, 3) One of the following: Utility Bill, Bank Statement, Marriage Certificate, Birth Certificate		
Identity Document One Type	Date:	Signed:
Identity Document Two Type	Date:	Signed:
Professional Qualification	Date:	Signed:
CRB Disclosure Document	Date:	Signed:
Basic Life Support	Date:	Signed:
Moving & Handling	Date:	Signed:

Declaration of Service

1. I can confirm that in my current position that I am / am not undergoing any investigation or suspension in any healthcare organisation or from any professional bodies.

Signed: _____ Date: _____

2. Under the Data Protection Act 1998 I agree to Kare Plus allowing my personal file to be viewed by the inspection team from the following bodies:

1. The NHS
2. NHS PASA
3. CQC (Care Quality Commission)

Signed: _____ Date: _____

Interview Documentation

Interview Conducted By:

Signed _____ Date: _____

Interview Procedure followed (KP 103)

Signed _____ Date: _____

Rehabilitation Of Offenders Act 1974 (Exemptions Order 1975)

Because the nature of the work for which you are applying involves direct contact with people who are receiving a health service we are obliged to ask you, in connection with this application, to disclose any convictions you may have. Under the conditions of the above order you are not entitled to withhold information about convictions, which might be considered "spent". In the event of employment failure to disclose such convictions could result in dismissal or disciplinary action. Please give details of any convictions you may have below. This information will be treated in the strictest confidence.

Compliance with

Signed _____ Date: _____

Staff Handbook

Issued By _____ Date: _____

Check List (For Office Use Only)			
	Y / N	Initials	Date
Disclosure			
Professional Check			
Bank Details			
Primary Employment			
National Insurance Number			
P46			
P45			
Success			
References Sent 1			
References Sent 2			
References Sent 3			
Received 1			
Received 2			
Received 3			
Pay Number			
DOB (For Payroll / CRB / Registration Check)			

Policy Statement on the recruitment of EX-offenders

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Kare Plus complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Kare Plus is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within [mid connect] and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Kare Plus to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Kare Plus who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.