

Encore Care Homes, Quantum House, 170 Charminster Road,  
Bournemouth, Dorset, BH8 9RL  
T: 07508 332287 / [careers@encorecarehomes.co.uk](mailto:careers@encorecarehomes.co.uk)

## EMPLOYMENT APPLICATION FORM

We are an equal opportunities employer and welcome applications from all, irrespective of disability, gender, race, age, marital status, sexual orientation, religious affiliation, national, political or religious beliefs.

Please complete this form in block capitals in black or blue ink. CVs can be attached, but the application form should still be fully completed for all positions. It is not acceptable to state see CV in the boxes.

## PERSONAL DETAILS

Title: \_\_\_\_\_ First Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_ Mobile/Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Post Code: \_\_\_\_\_

**Before any employment is offered you must be able to provide proof of identity and eligibility to work in UK**

Do you require a work permit to work in the UK? **YES / NO**

Do you have proof of eligibility to work in the UK? **YES / NO**

Do you hold a driving license? **YES / NO**

Are you prepared to complete a health questionnaire? **YES / NO**

If you are a member of the NMC please provide PIN code: \_\_\_\_\_ Expiry date: \_\_\_\_\_

## POSITION

Home applying for:

OAKDALE (Poole)

GREAT OAKS (Bournemouth)

FAIRMILE GRANGE (Christchurch)

HAMBLE HEIGHTS (Southampton)

ENCORE CARE HOMES (Multisite)

How did you originally hear about us / the vacancy? \_\_\_\_\_

Position applying for: \_\_\_\_\_ If applying for a care/nursing role: **DAYS / NIGHTS**

Number of hours required per week: \_\_\_\_\_ Available to start from: \_\_\_\_\_

Details of any other work, which you will continue to undertake if you are offered this position:

## EDUCATION

Please give details of your education and qualifications below:

Secondary Education	From (mm/yy):	To (mm/yy):
Name & Address	Subjects & Qualifications Obtained	

Further/Higher Education	From (mm/yy):	To (mm/yy):
Name & Address	Subjects & Qualifications Obtained	

Further/Higher Education	From (mm/yy):	To (mm/yy):
Name & Address	Subjects & Qualifications Obtained	

## TRAINING

Please give information on any work-based training you have attended, which you may feel is relevant to the position:

Course	Training Provider	Dates

## EMPLOYMENT HISTORY

Please give details of all employment since leaving education, including any breaks, giving your current or most recent employment first. If insufficient space, please use a further sheet. This includes any voluntary work.

### Current/most recent employment:

Full Dates (dd/mm/yyyy)		Position	Employer Name & Address
From:	To:		
Short description of duties:			
Notice period:		Salary/rate of pay:	
Reason for leaving:			

Full Dates (dd/mm/yyyy)		Position	Employer Name & Address
From:	To:		
Short description of duties:			
Salary/rate of pay:			
Reason for leaving:			

Full Dates (dd/mm/yyyy)		Position	Employer Name & Address
From:	To:		
Short description of duties:			
Salary/rate of pay:			
Reason for leaving:			

## EMPLOYMENT HISTORY CONTINUED

Full Dates (dd/mm/yyyy)		Position	Employer Name & Address
From:	To:		
Short description of duties:			
Salary/rate of pay:			
Reason for leaving:			

Full Dates (dd/mm/yyyy)		Position	Employer Name & Address
From:	To:		
Short description of duties:			
Salary/rate of pay:			
Reason for leaving:			

Full Dates (dd/mm/yyyy)		Position	Employer Name & Address
From:	To:		
Short description of duties:			
Salary/rate of pay:			
Reason for leaving:			

## EMPLOYMENT HISTORY CONTINUED

Full Dates (dd/mm/yyyy)		Position	Employer Name & Address
From:	To:		
Short description of duties:			
Salary/rate of pay:			
Reason for leaving:			

Full Dates (dd/mm/yyyy)		Position	Employer Name & Address
From:	To:		
Short description of duties:			
Salary/rate of pay:			
Reason for leaving:			

Full Dates (dd/mm/yyyy)		Position	Employer Name & Address
From:	To:		
Short description of duties:			
Salary/rate of pay:			
Reason for leaving:			

## EMPLOYMENT HISTORY

Are there any gaps in your employment history?	YES	NO
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If Yes, please specify dates of gaps and the reason for each gap below, include any other work experiences:

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Have you ever been suspended in a previous position?	YES	NO
Have you ever been dismissed from a previous position?	YES	NO
Are you now, or have you ever been on the Protection of Vulnerable Adults (POVA) or ISA Adults Barred list either actually or provisionally?	YES	NO

If Yes for any of above, please give reasons for each answer below:

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## REHABILITATION OF OFFENDERS

All individuals applying for positions which involve 'regulated activity' are required to have an enhanced criminal record check (DBS) and, where appropriate to the role, this check will also include any information which may be held against the barred lists for working with adults. The full definition of 'regulated activity' is defined in full under the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012) which came into force on 10 September 2012. Having a criminal record will not necessarily bar you from working with us. This will depend upon the nature of the position and the circumstances and background of your offences. We observe the "Code of Practice for Registered Persons and Other Recipients of Disclosure Information" published by the Disclosure and Barring Service on behalf of the Home Office, and we will provide you with a copy of it upon request. Due to the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. Applicants are therefore not entitled to withhold information about any cautions, warnings, convictions, or reprimands which are listed under the Police Act 1997 (Criminal Records Certificates: Relevant Matter) (Amendment)(England and Wales) Order 2013. Failing to disclose such convictions could result in dismissal. (If you are in any doubt please discuss with the Registered Manager who can advise you).

Have you ever had a caution, warning, reprimand or conviction listed under the above act?	YES	NO
Have you received a caution, warning or reprimand within the last 6 years?	YES	NO
Have you received a conviction within the last 11 years?	YES	NO

If you have answered yes to the questions above, please give details below including dates:

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## REFERENCES

Please give details of two referees; **one MUST be your present or most recent employer** and the other should be from a previous employer. The persons named must be authorised to give references on behalf of the company. If you have just completed full time education, then your referee should be from your educational establishment. Referees must not be related to you, or writing solely in the capacity of a friend, they should be able to comment on your abilities in relation to the post.

**Referees will automatically be approached after an offer of employment is made.**

<b>Name:</b>		<b>Name:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Company</b>		<b>Company</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Tel No:</b>		<b>Tel No:</b>	
<b>Mobile No:</b>		<b>Mobile No:</b>	
<b>Email:</b>		<b>Email:</b>	

**Please give details of any annual leave already booked:**

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## DECLARATION

I hereby declare that all the information and particulars given on this application form and any other documents relating to this appointment, is to the best of my knowledge and belief, true and correct. I understand that any false statement may give cause for dismissal should I be employed.

I give the prospective employer the right to follow up all references and to make any other job-related enquiries as may be deemed necessary. I also understand that any offer of employment is conditional on the receipt of references satisfactory to the home.

I understand that this information will be held in accordance with the General Data Protection Regulations 2018. Information given on this form will be used strictly for selecting candidates for interview and will automatically be destroyed if I am not selected for employment.

I understand that the Company will meet the cost of obtaining these checks on the condition that I successfully complete my probationary period. If this period is not completed successfully, the cost at the prevailing rate will be deducted from my final salary.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_



## PRIVACY NOTICE

### Introduction

This is the Privacy Notice of Encore Care Homes and all Care Homes which it manages or operates.

As part of the services we offer, we are required to process personal data about our staff, their relatives our residents and, in some instances, the friends or relatives of our residents. "Processing" can mean collecting, recording, organising, storing, sharing or destroying data.

We are committed to providing transparent information on why we need to process personal data and what we do with it. This information is set out in this privacy notice. It will also explain your rights when it comes to your data.

### Staff

#### What data do we have?

So that we can provide a safe and professional service, we need to keep certain records about our staff. We may record the following types of data about our staff:

- Basic details and contact information e.g. name, address, date of birth, National Insurance number and next of kin;
- Financial details e.g. details so that we can pay our staff, insurance, pension and tax details;
- Training records.

We also record the following data which is classified as "special category":

- Health and social care data, which might include both physical and mental health data – we will only collect this if it is necessary for us to know as employer, e.g. fit notes or in order to claim statutory maternity pay;
- We may also record data about race, ethnic origin, sexual orientation or religion;
- Criminal Records Data.

#### Why do we have this data?

We require this data so that we can contact staff, pay staff and make sure staff receive the training and support needed to perform their job. By law, we need to have a lawful basis for processing personal data.

We process staff personal data because:

- We have a legal obligation under UK employment laws;

We process special category data because:

- It is necessary due to social security and social protection law - we are required to perform Disclosure and Barring Service (DBS) checks on our staff;
- It is necessary for us to process requests for sick pay or maternity pay;
- We are required to provide data to our regulator, the Care Quality Commission (CQC), as part of our public interest obligations.

We may also process staff data with their consent. If we need to ask for staff permission, we will offer a clear choice and ask that staff confirm their consent to us. We will also explain clearly what we need the data for and how consent can be withdrawn.

#### Where do we process data?

As an employer we need specific data. This is collected from or shared with:

1. Staff or their legal representative(s);
2. Third parties.

We do this face to face, via phone, via email, via our website, via post, via application forms and via apps.

Third parties are organisations we have a legal reason to share staff data with. These include:

- Her Majesty's Revenue and Customs (HMRC);
- Our pension scheme, The People's Pension
- Our external payroll provider, Polestar Payroll



- Organisations we have a legal obligation to share information with i.e. for safeguarding, the CQC;
- The police or other law enforcement agencies if we have to by law or court order.

### **Rights of Individuals**

The data that Encore keep about Individuals is personal data and Encore ensure that we keep it confidential and that it is used appropriately. Individuals have the following rights when it comes to their personal data:

1. The right to request a copy of all of the data Encore keeps for that Individual. Generally, Encore will not charge for this service;
2. The right to ask Encore to correct any data Encore has which is believed to be inaccurate. An Individual can also request that Encore restrict all processing of data while we consider their rectification request;
3. The right to request that Encore erase any personal data which is no longer necessary for the purpose originally collected it for. Encore retain data in line with the Information Governance Alliance's guidelines (<https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/records-management-code-of-practice-for-health-and-social-care-2016>).
4. An Individual may also request that Encore restrict processing if the personal data is no longer required for the purpose originally collected for.
5. Ask for data to be erased if Encore have asked for consent to process data. An Individual can withdraw consent at any time – please contact us to do so.
6. If Encore are processing data as part of their legitimate interests as an organisation or in order to complete a task in the public interest, the individual has the right to object to that processing. Encore will restrict all processing of this data while they look into the Individuals objection.

An Individual may need to provide adequate information for Encore staff to be able to identify them, for example, a passport or driver's licence. This is to make sure that data is not shared with the wrong person inappropriately. We will always respond to an Individuals request as soon as possible and at the latest within one month.

If you would like to complain about how Encore have dealt with your request, please contact:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
<https://ico.org.uk/global/contact-us/>