

## ENCORE CARE HOMES 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.

### PERSONAL DETAILS

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

Address: \_\_\_\_\_

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**

Are you 18 years or older?  
**YES / NO**

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

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

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

### POSITION

Home applying for: **GREAT OAKS (Bournemouth) / FAIRMILE GRANGE (Christchurch) / HAMBLE HEIGHTS (Southampton) / OAKDALE (Poole)**

Position applying for: \_\_\_\_\_

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

Number of hours required per week: \_\_\_\_\_

Available to start from: \_\_\_\_\_

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

### EMPLOYMENT HISTORY

1. Have you ever been suspended in a previous position? **YES / NO** **If Yes for any of these questions, please give reasons:**
2. Have you ever been dismissed from a previous position? **YES / NO**
3. Are you now, or have you ever been on the Protection of Vulnerable Adults (POVA) or ISA Adults Barred list? **YES / NO**

### 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.

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 including dates:**

## **WHY ARE YOU SUITABLE FOR THIS POSITION?**

What is your motivation for applying for this position?

*(please use bullet points)*

Please highlight any relevant areas of your employment/volunteering history:

*(please use bullet points)*

Please highlight any relevant qualifications or training courses:

*(please use bullet points)*

What are your key skills and strengths?

*(please use bullet points)*

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

## **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: \_\_\_\_\_