

**Attach 2  
passport  
size photos  
here**

## Application Form

Please complete all sections in **Black ink** with **Block Letters**. You must complete this form even if you are submitting your CV.

**All applications will be treated in the strictest confidence**

Position Applied For		Rate of pay (Office use only)	Date Received (office use only)
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Where did you hear about Recruitcare Professionals Ltd?	
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### Availability to Work

Full time	Part time	Nights	Live in

### Personal Details

Full name		Title	
Date of Birth			
Address			
Telephone numbers	Home		
	Mobile		
Email address			
National insurance number			
Passport number		Issue Date	
Do you own a car?	YES / NO	Do you have a current licence?	YES / NO
If yes, licence type	Provisional / Full	Will you be using your car for work	YES/NO
Driving licence number			
Do you have Business Insurance?	YES / NO	If yes, give details including dates	

**Jhumat House, 160 London Rd, Barking IG118BB Tel: 0208 214 1079 Email:  
info@recruitcareprofessionalsltd.co.uk Web:www.recruitcareprofessionalsltd.co.uk**

## Education and Qualifications

Please list details of any studies you have undertaken and qualifications gained.

Secondary School/ College/ University	From	To	Subject	Qualification / Grade

## Training

Please give details of any training you have had which you feel maybe relevant, including any on the job training.

Date	Duration	Title of training/ brief Description

## Employment History

Start with your current employer working backwards. List full employment history including, and if applicable periods of unemployment or absenteeism. (Use additional pages as necessary)

<b>1. Current Employer:</b>	Position Held
Address	Employed From: To:
	Pay and Benefits
	Reason for Leaving
Duties	
<b>2. Name of Employer:</b>	Position Held
Address	Employed From: To:
	Pay and Benefits
	Reason for Leaving
Duties	
<b>3. Name of Employer:</b>	Position Held
Address	Employed From: To:
	Pay and Benefits
	Reason for Leaving
Duties	
<b>4. Name of Employer:</b>	Position Held
Address	Employed From: To:
	Pay and Benefits
	Reason for Leaving
Duties	

<b>5. Name of Employer:</b>	Position Held
Address	Employed From: To:
	Pay and Benefits
	Reason for Leaving
Duties	

## Referees

*Please provide a minimum of 2 references. One of these reference must be your last employer.  
Family members may not be used for work references.*

<b>1. Work reference (most recent employer)</b>	
Name	
Address	
Organisation	
Occupation	
Telephone number	
Email address	
<b>2. Work reference</b>	
Name	
Address	
Organisation	
Occupation	
Telephone number	
Email address	

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3. Character Reference	
Name	
Address	
Organisation	
Occupation	
Telephone number	
Email address	

**Next of kin (Emergency contact)**

Name:	Relationship to you:
Address:	Contact Number:

**Criminal Convictions**

*Because of the nature of the work you are applying for, the provisions of Section 4 (20 of the Rehabilitation of Offenders Act 1974) does not apply by virtue of rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for the purpose are 'spent' under the provisions of the Act, and in the event of employment, any failure to disclose such convictions will result in your removal from our register. Any information you give will be strictly confidential.*

*Should you be successful in the interview and selection process for Recruitcare Professionals Ltd, it will be necessary for an enhanced disclosure from Criminal Records Bureau before commencing work.*

**Have you ever been convicted of any criminal offence or cautioned or have any hearing pending YES  NO**

*If YES please give further information*


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## Equality and Diversity Monitoring Form

The information you enter on this Equality and Diversity monitoring form will be used for monitoring only and will not be used for any other Purpose.

### Monitoring information:

As an organisation we are required to collect details about an employees/applicant's age, gender, ethnicity, religious beliefs and disabilities. This is to ensure they meet their statutory requirements and to encourage the recruitment of a diverse workforce that represents the communities they serve. This information is collected to fulfil that obligation.

Goldsmith Personnel Ltd is committed to equal opportunities. No employee/applicants will be discriminated against on the grounds of colour, race, ethnic origin, age disability, gender, sexual orientation, marital status or religion.

<b>Gender</b>
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I do not wish to disclose my gender <input type="checkbox"/> Transgender Male <input type="checkbox"/> Transgender female
<b>Marital Status</b>
<input type="checkbox"/> Single <input type="checkbox"/> Married/civil Partnership <input type="checkbox"/> Partner <input type="checkbox"/> Divorced
<b>Age</b>
<input type="checkbox"/> 16-24 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55-64 <input type="checkbox"/> 65 +

### Race Relations (Amendment) Act 2000

I would describe my ethnic origin and nationality as (please tick)

Ethnic origin White	Ethnic origin Mixed	Ethnic origin Asian & Asian British	Ethnic origin Black & Black British	Ethnic origin Chinese or other ethnic group
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### Employment Equality Regulations 2003

<b>Please select the option which best describes your sexuality (please tick)</b>	
<input type="checkbox"/> Lesbian/Gay Woman	<input type="checkbox"/> Heterosexual
<input type="checkbox"/> Gay Man	<input type="checkbox"/> I do not wish to disclose my sexual orientation
<input type="checkbox"/> Bisexual	
<b>Please indicate your religious belief (please tick)</b>	
<input type="checkbox"/> Atheism	<input type="checkbox"/> Sikhism
<input type="checkbox"/> Buddhism	<input type="checkbox"/> Jainism
<input type="checkbox"/> Christianity	<input type="checkbox"/> Hinduism
<input type="checkbox"/> Islam	<input type="checkbox"/> Other
<input type="checkbox"/> Judaism	<input type="checkbox"/> I do not wish to disclose my religion/belief

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## Disability Discrimination Act 1995

The disability Discrimination Act protects disabled people. This includes people with long-term health conditions. If you tell us that you have a disability we can make reasonable adjustments to where you work and your work arrangements or at interviews.

Do you consider yourself to have a disability?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I do not wish to disclose this information
Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'other'.		
<input type="checkbox"/> Physical impairment	<input type="checkbox"/> Learning Disability/Difficulty	
<input type="checkbox"/> Sensory Impairment	<input type="checkbox"/> Long-standing illness	
<input type="checkbox"/> Mental Health Condition	<input type="checkbox"/> Other	

*Recruitcare Professionals Ltd retains the right to reject without given reason. If any information on this form is found to be false you will not be considered for employment.*

### 11. Rehabilitation of Offenders Act

As a general rule, no-one need answer questions about spent convictions. However this general rule does not apply to specified professions, employments and occupations. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders, the exemption rule does not apply to:

- a) any employment or other work which is concerned with the provision of health services and which is of such a kind as to enable the holder of that employment or the person engaged in that work to have access to persons in receipt of such services in the course of his normal duties, or
- b) any employment or other work which is concerned with the provision of care services to vulnerable adults and which is of such a kind as to enable the holder of that employment or the person engaged in that work to have access to vulnerable adults in receipt of such services in the course of his normal duties

One or both of the above apply to work with the Agency, and covers all occupations.

You are therefore requested to provide details of all convictions, including those which would otherwise be considered as "spent". *All employment applications will be considered carefully, and the disclosure of a conviction does not imply that this employment application will be rejected.*

#### Records will be checked via the Criminal Records Bureau procedures

I have no convictions  I have convictions (see Note below)   
Please X as appropriate

#### Note

(To protect the confidentiality of this information, please detail convictions on a separate sheet of paper. Place it in a sealed envelope with your name clearly visible, and headed "Private and Confidential – Criminal Convictions" and attach this to your completed Application Form)

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### **Criminal Records – Disclosure Certificate**

The Criminal Records Bureau (CRB) have issued a Code of Practice regarding Disclosure Information, a copy of which is available upon request. A Disclosure Certificate (standard or enhanced) will be requested from the CRB which will detail all convictions, including those which would otherwise be “spent”, as well as details of cautions, reprimands or final warnings. You will be advised of the type of certificate being requested, and asked to give your approval to this application. The Disclosure Certificate will only be requested in the event that you are successful in your application for employment.

### **Asylum and Immigration Act 1996**

Under Section 8 of the Asylum and Immigration Act 1996 it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless:

- That person has current and valid permission to be in the United Kingdom and that permission does not prevent him or her from taking the job in question; or
- The person comes into a category specified by the Home Secretary where such employment is allowed

Any employment offered will be subject to the successful applicant producing appropriate evidence that the Asylum and Immigration Act is not being contravened.

**Are you eligible to work in the UK? Yes  No  Please X as appropriate**

### **Personal Declaration**

**On completing this form, I declare that to the best of my knowledge that the above information and that submitted in any accompanying documents, is correct, and**

1. *I give permission for any enquiries that need to be made to confirm such matters as qualifications, experience and dates of employment, and for the release by other people or organisations of such information as may be necessary for that purpose.*
2. *I give permission for the processing of the personal data contained in this form for employment purposes*
3. *I understand that any false or misleading information could result in my dismissal.*

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_



PROFICIENCY IN LANGUAGES									
Native Languages									
Other Languages	Speak			Read			Write		
	High	Moderate	Low	High	Moderate	Low	High	Moderate	Low
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DRIVING	
Do you hold a current full UK Driving License or equivalent?	Yes / No
Details of any endorsements?	
Do you have a car?	Yes / No

Skills	
Nursing	
Others	

OTHER INFORMATION	
Earliest Date Available if Appointed	
Are you subject to any restrictions or covenants from your previous employer which may restrict your working activities? If yes, Please give details <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you willing to work overtime and weekends, if required? If yes, Please give details of hours which won't suit you.	
Have you had any criminal convictions (including spent convictions under the rehabilitation of offenders Act 1974)? If yes, Please give details. <input type="checkbox"/> Yes <input type="checkbox"/> No	
You may be required as part of your Application to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination prior to employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you applied for employment with this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you related to any employee working at this company? <input type="checkbox"/> Yes <input type="checkbox"/> No	

DECLARATION		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Do you have any physical impairment or health problem?
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been convicted in a court of law in any country? If yes, what were the circumstances?
<input type="checkbox"/>	<input type="checkbox"/>	Have you been dismissed or suspended from the service of any employer?
<input type="checkbox"/>	<input type="checkbox"/>	Are you bound by any bond to serve the government, or any organisation?
If yes to any of the above, please give details here		
Have you ever interviewed with the Company or its affiliates before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list job title & location applied for
Have you ever been employed by the Company or its affiliates before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list date(s), job title(s) & location(s)
Do you have any relatives employed by the Company or its affiliates? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list name, relationship, job title and location

Work Preference	
Please specify which types of work you would prefer. You should tick all appropriate boxes. The service we give depends on accurate, up to date information. Please keep us informed of all developments, in your career and work preferences	
Positions            part time <input type="checkbox"/> full time <input type="checkbox"/>	
Type of work        NHS <input type="checkbox"/> private hospitals <input type="checkbox"/> nursing home <input type="checkbox"/> industry <input type="checkbox"/>	
Clients in their own home <input type="checkbox"/> Other, please specify _____	
live in <input type="checkbox"/> days <input type="checkbox"/> nights <input type="checkbox"/> visits <input type="checkbox"/>	
Do you have any other work commitments? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Which areas of work do you wish to exclude?	
When will you be available to start work?	

Confidentiality declaration
<p>The completion of this form implies that you have accepted of our code of confidentiality.</p> <p>In the course of your duties you may have access to confidential information about your/our clients and any information which may not be for public consumption. There should be no account where information relating to identifiable client be divulged to anyone other than to staff of Recruitcare Professionals Ltd. At no time must you disclose information to your family, friends or neighbours. Should you have information which you feel is important, it must be relayed to the Managing Director.</p> <p>Failure to observe these rules will be regarded as serious misconduct which may result in disciplinary action being taken.</p> <p>I have read and I understand the above and I agree to abide by the contents therein.</p> <p>Signed _____ Date _____</p>

**CERTIFICATION & AUTHORIZATION**

I certify that all entries are true and correct. I understand that all information on this application is subject to verification.

I agree and understand that, in the event of my employment by the Company, I shall be subject to dismissal if any information that I have given in this application is false or misleading, regardless of time of discovery.

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

SIGNATURE OF APPLICANT: \_\_\_\_\_

I authorize the Company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the Company and will hold the Company and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information.

I hereby acknowledge that I have read and agree to the above statements

DATE \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

FOR OFFICIAL USE ONLY				
Date of Commence	Designation	Department	Grade	Starting Pay
Interviewed By	Recruitment Sources:			
Date	Source Name:			

**FOR OFFICE USE ONLY:**

To the best of my knowledge, based on the information given throughout this pre-employment questionnaire, the applicant,

(.....) is both mentally and physically fit for the post applied for.

Manager signature \_\_\_\_\_

Date \_\_\_\_\_

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## Statement on the recruitment of ex-offenders

### Introduction

As an organisation using the Disclosure and Barring Service's (DBS) checking service to assess applicants' suitability for positions of trust, we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

We are committed to the fair treatment of our employees, potential employees and users of our services, regardless of their offending background.

### Policy

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 DBS check 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 DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check 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 the organisation 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 us 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 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, and in the secure handling of "sensitive personal data", e.g. DBS checks.

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.

This policy document is made available to all DBS applicants at the outset of the recruitment process and we make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

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