

Care worker application form - Ribble Valley Crossroads Care

If you need this form in large print, please contact us. Please complete all fields. If you need help, please ask.

Section One – Your Personal Details

1.Are you eligible to work in the UK?

Yes

No

2.Approx hours wanted

Up to 16hrs

17 - 24 hrs

25 - 34 hrs

35 hrs

4.First name.

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5.Last name.

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6. Address and Postcode.

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7. Email Address **and** contact Number.

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8. How did you hear about this job?

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9. Were you told to apply by one of our employees?

Yes

No

10. Name of employee who referred you?

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Section Two - Your Availability

It is really important to us that we know when you are available for work so please do your best to ensure that the information you provide in this section is correct.

11. What is the earliest date you could start work with us?

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12. Are there any dates when you will not be available for interview?

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13. Do you have the use of your own vehicle for work?

Yes

No

14. Do you have a clean driving license?

Yes

No

15. MONDAY - Availability

*Please select your availability*

07:00 until 15:00

07:00 until 17:00

15:00 until 23:00

17:00 until 23:00

Unavailable

16.TUESDAY Availability

*Please select your availability*

07:00 until 15:00

07:00 until 17:00

15:00 until 23:00

17:00 until 23:00

Unavailable

17.WEDNESDAY Availability

*Please select your availability*

07:00 until 15:00

07:00 until 17:00

15:00 until 23:00

17:00 until 23:00

Unavailable

18.THURSDAY Availability

*Please select your availability*

07:00 until 15:00

07:00 until 17:00

15:00 until 23:00

17:00 until 23:00

Unavailable

19.FRIDAY Availability

*Please select your availability*

07:00 until 15:00

07:00 until 17:00

15:00 until 23:00

17:00 until 23:00

Unavailable

20.SATURDAY Availability

*Please select your availability. Staff typically work alternate weekends. Weekend on, weekend off.*

07:00 until 15:00

07:00 until 17:00

15:00 until 23:00

17:00 until 23:00

Unavailable

21.SUNDAY Availability

*Please select your availability. Staff typically work alternate weekends. Weekend on, weekend off.*

07:00 until 15:00

07:00 until 17:00

15:00 until 23:00

17:00 until 23:00

Unavailable

22. Is there anything else we should know about your availability?

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Section Three - Your Skills, Qualifications and Values

23.Please tell us about any relevant formal qualifications you have achieved (including any Maths and English qualifications).

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24. Please tell us about the skills you have used and / or learned in your previous job roles?

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25. Please tell us why you applied for this job and why you are the best person for this job?

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Section Four - Your Work History

We are required by law to make sure we know about the work you have done in the past, as well as the periods you may have spent out of employment. Therefore, please list your full employment history here, including any periods when you were not working (along with an explanation of what you were doing). You may use extra sheets if you need more space. Please start with your current or most recent employment and work backwards.

26. Employment History

*Use the following format: Employer & location - Job Role - Start Date - End Date - Reason for leaving Example Acorn Care (Bolton) - Care Support Worker - March 2017 - November 2018 - Still Employed Riverside Care (Bury) - Care Support Worker - April 2014 - March 2017 - Moved house and was too far to travel*

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Section Five - Criminal Record

Care workers work with vulnerable people, and we take our responsibility to protect them very seriously. Your appointment will depend on the satisfactory completion of a criminal records disclosure but at this stage, we need you to complete the following truthfully and honestly. Note that if, once a criminal records disclosure has been completed, it is discovered that you have failed to accurately disclose the information requested above, the company reserves the right to terminate your employment without notice. Please be aware, however, that you having a criminal record will not necessarily mean we cannot employ you – if you would like to know more about our policy on the recruitment of ex-offenders, please ask.

27.Criminal record

*Do you have any criminal convictions, whether spent or not, charges, whether proceeded with or not and warnings and cautions? Answer - Yes or No Please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not and warnings and cautions in the space provided below. If None write ‘NONE’*

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Section Six - Accessibility

28.Do you consider yourself to have a disability

Yes

No

29. Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process.

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Section Seven – Declaration. Please read the following statements carefully. If there is anything you do not understand, please ask before you sign at the bottom of the page. I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal. I am over the age of 16. I understand that any offer of employment is subject to a satisfactory response being received with respect to my DBS Register status. Further, any offer of employment will also be subject to receipt of two satisfactory employment references, one of which must be from my previous employer, and a satisfactory character reference. I understand that until a satisfactory response is received from the DBS, and my employment is confirmed, I will be supervised at all times at work, and will not seek or have unsupervised access to vulnerable people. By my signature, I authorise Ribble Valley Crossroads Care to request a DBS Register check and a criminal record check from the DBS, on initial employment and at any time during my employment thereafter. I undertake to inform my employer immediately if my DBS Register status or criminal status changes at any time during my employment, such as by being charged with an offence (other than motoring offences), the administering of a warning, criminal conviction, referral to any register of barred Care workers, or withdrawal of any registration required by my employment status.

30.Enter your Name to Sign.

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31. Date.

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Section Eight – References.

Please provide us with 2 Work References and 1 Character Reference. Your work references should ideally be your current employer and your previous employer. Your character reference should be someone who has known you for at least the last 3 years.

32. Employer Reference – Current Employer

33. Your 2nd Employer Reference

34. Character reference

**We will not contact your current employer without asking you if this is ok first.**

Section Nine – Covid Vaccination Status.

35. Please indicate whether you have had your two Covid-19 vaccinations, and if you have had your booster vaccination.

1st Vaccination date:

2nd Vaccination date:

Booster vaccination date:

Please return completed application forms to the email or postal address provided below.



Suite 10, Hawthorn Business Park, Lincoln Way, Clitheroe BB7 1QD

Tel 01200 422104

Email emma.s@crossroadscareribblevalley.co.uk

[www.crossroadscareribblevalley.co.uk](http://www.crossroadscareribblevalley.co.uk/)