Application Form

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| Personal information (confidential) |
| Return this form to: hr@thehorizon-new.org.uk  |
| Position applied for: Care Support Worker  |
| **Personal details** |
| Title: |  |
| Name: |  |
| Address: |
| Email: |  |
| Telephone (landline): |  |
| Telephone (mobile): |  |
| National Insurance No: |  |
| Do you hold a current driving licence? | Yes |  | No |  |
| Groups:  |
| What Expiry date: |
| Do you have a current right to work in the UK? | Yes |  | No |  |
| If no, please provide details. |
| Are you interested in part-time or full-time employment? |
| Are you prepared to work shift patterns, including nightshift? |
| What preference of duties do you have? Day Shift Evening Shift Night Shift No Preference |
| **Education and Training**  |
| Please provide your education history here:  |
| Schools/Colleges/University | Qualification gained |
|   |  |
| If you have previously worked in a Care environment, please state any training that you have attended and in house qualifications:  |
| Training: (Please specify the name of the company which you obtained qualification with) | Date of Issued | Expiry Date |
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| **Recent and Previous Employers – This information is MANDATORY** |
| Name and address of employer(s) | Start date and Leave date  | Reason for leaving | We will need to contact this person for a reference. Do you agree to this? Yes/ No | If Yes, Provide Referee’s Name, Job Title, Telephone and Email address |
|  |  |  |  |  |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: |
|  |
| **Other References** |  |
| Name |  | Name |  |
| In what capacitydoes the refereeknow you? |  | In what capacity does the referee know you? |  |
| For how longthe referee hasknown you? |  | For how long the referee hasknown you? |  |
| Telephone |  | Telephone  |  |
| Email address |  | Email address |  |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: |
| **Personal development** |
| Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable: |
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| **DBS** |
| Do you subscribe to the DBS Update scheme?  |
| If “YES”, please provide the following: |
| DBS Number (12 Digit number):  | Date subscribed to Update Scheme |
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| **Rehabilitation of Offenders** |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise ‘protected’, under the Rehabilitation of Offenders Act 1974. |
| Disclosure:Pending police investigation:*(This information will be disclosed by the Criminal Records Bureau check which will be required if successful. Please note a criminal record will not necessarily be a bar to employment)* |
| **PRIVACY NOTICE** |
| *We only collect information that is required by law or is required for us to comply with contractual obligations. Following the collection of the personally sensitive data, we ensure that it is securely stored and only processed by trained staff who are aware of their personal and our corporate responsibilities for complying with the GDPR. We never share your personally sensitive information with persons outside of The Horizon New Ltd unless we are obliged to do so (e.g., HMRC, Accountants for payroll purposes, CQC, or the Safeguarding Adults Team for contact purposes to assist in investigations, etc.). Where information is shared, we only share the information that is necessary to satisfy the purposes for which it was shared. Similarly, we only retain personally sensitive data for the minimum period and regular reviews ensure that data is destroyed at the appropriate times. By signing this document, you confirm your consent to us collecting, storing, and sharing when required, your personal data. You may withdraw your consent at any time.**The Horizon New Ltd undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.* *After initial assessment, The Horizon New Ltd may keep your details on file pending suitable opportunities that may arise in the future. Please tick if you do not wish us to hold your details.* *If you have concerns about our policy, in the first instance, you should contact the person who has issued this form to you. If your concerns are not dealt with satisfactorily, you should contact HR Manager hr@thehorizon-new.org.uk or by writing to HR Manager at Regency house, Bonville Road**Brislington, Bristol, BS4 5QH* |
| **Declaration** |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period (in line with the operation of the Equality Act 2010). |
| **Signed:** | **Date** |  | Date: |
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| You may use a separate sheet to include more information on any of the above questions, if necessary, clearly marking the page number. |