Address:3 Clover Lands West Bridgford, Nottingham, Nottinghamshire, NG2 7TF

*Email: admin@risingcareservices.co.uk*

 Rising Care Services Ltd

Human Resources - Recruitment, Induction and Training





**Application Form**

Please ensure that you complete the application form in full as we cannot accept CVs. Please complete with black ink and block capitals. This form will be kept in confidence. Please note that no applicant will be unfairly discriminated against. This includes discrimination on account of age, cultural, religious, political beliefs, disability, ethnicity, gender, race, relationship status, sexual orientation, and / or Trade Union membership or stewardship. If you have any special requirements to support you to complete this form (e.g. the need for large print or additional time), please contact the Registered Manager.

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| **Position Applied For:** | Click or tap here to enter text. | **Location:** | Click or tap here to enter text. |
| **Work Preference:** | Full Time [ ]  | Part Time [ ]  | Bank [ ]  | Hours Requested: | Click or tap here to enter text. |
| I understand this role may include: Shift work, Unsociable Hours, Lone working involved. (Please circle your availability below) | **Yes** [ ]  | **No** [ ]  |
| Monday [ ]  | Tuesday [ ]  | Wednesday [ ]  | Thursday [ ]  | Friday [ ]  | Saturday [ ]  | Sunday [ ]  |
| AM [ ]  | PM [ ]  | AM [ ]  | PM [ ]  | AM [ ]  | PM [ ]  | AM [ ]  | PM [ ]  | AM [ ]  | PM [ ]  | AM [ ]  | PM [ ]  | AM [ ]  | PM [ ]  |
| Evening [ ]  | Evening [ ]  | Evening [ ]  | Evening [ ]  | Evening [ ]  | Evening [ ]  | Evening [ ]  |

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| **Personal Details** |
| First Names: | Click or tap here to enter text. | Address: Click or tap here to enter text. |
| Surname: | Click or tap here to enter text. |
| Maiden Name: | Click or tap here to enter text. |
| Previous Names: | Click or tap here to enter text. |
| Marital Status: | Click or tap here to enter text. |
| Gender: | Click or tap here to enter text. | Postcode: | Click or tap here to enter text. |
| Place of Birth: | Click or tap here to enter text. | Nationality: | Click or tap here to enter text. |
| Telephone Number: | Click or tap here to enter text. | NI Number: | Click or tap here to enter text. |
| Mobile Number: | Click or tap here to enter text. | Email Address: | Click or tap here to enter text. |
| Are you a Driver: | Yes [ ]  | No [ ]  | Own Transport | Yes [ ]  | No [ ]  | N/A [ ]  |
| How long have you had a license? | Click or tap here to enter text. | Any Endorsements: | Yes [ ]  | No [ ]  | N/A [ ]  |

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| Are you a United Kingdom (UK), European Community (EC), European Economic Area (EEA) National | Yes [ ]  | No\* [ ]  |
| \*If no, please detail your current immigration status and the relevant visa currently held (including Visa number)Click or tap here to enter text. |
| Are you related to any of our current members of staff or Service Users? | Yes [ ]  | No [ ]  |
| **Equality Act 2010 -** Under the Equality Act 2010, the definition of disability is if you have a physical or mental impairment that has a “substantial” and “long-term adverse effect” on your ability to carry out normal day-to-day activities. Further information regarding the definition of disability can be found at: [www.gov.uk/definition-of-disability-under-equality-act-](http://www.gov.uk/definition-of-disability-under-equality-act-) 2010. |
| For the purposes of this application and interview stage only, is there anything you would like us to be aware of so that we can make reasonable adjustments during the process? | Prefer not to say [ ]  |
| Click or tap here to enter text. |

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| **Education \***(All qualifications will be subject to a satisfactory check). |
| School / College / University | Date From: | Date To: | Examinations, Qualifications\* |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |

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| **Training Courses** attended or completing (evidence of attending courses is required) |
| **Subject** | **Location** | **Date** | **Details** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |

**Employment History**

Please record below the details of your **full employment history** beginning with your current or most recent first. Any gaps must be explained. Use a separate attached sheet if required; please sign the sheet(s)

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| **Current / Most recent employer** |
| Start Date: | Click or tap to enter a date. | End Date: | Click or tap to enter a date. | Salary: | Click or tap here to enter text. |
| Job Role: | Click or tap here to enter text. | Employer Name: | Click or tap here to enter text. |
| Reason for Leaving: | Click or tap here to enter text. | Contact Name: | Click or tap here to enter text. |
| Duties:Click or tap here to enter text. | Address:Click or tap here to enter text. |
| Postcode: | Click or tap here to enter text. |
| Telephone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |

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| **Employment History** |
| Start Date: | Click or tap to enter a date. | End Date: | Click or tap to enter a date. | Salary: | Click or tap here to enter text. |
| Job Role: | Click or tap here to enter text. | Employer Name: | Click or tap here to enter text. |
| Reason for Leaving: | Click or tap here to enter text. | Contact Name: | Click or tap here to enter text. |
| Duties:Click or tap here to enter text. | Address:Click or tap here to enter text. |
| Postcode: | Click or tap here to enter text. |
| Telephone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |

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| **Employment History Continued (Additional employment history)** |
| **Employer** | **Job title and description of duties** | **Salary / wages** | **From** | **To** | **Reason for leaving** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
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| **Explanation of Gaps** Use this section to detail any gaps in employment and why |
| Click or tap here to enter text. |

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| **References:** Please provide names, addresses and telephone numbers for referees below who we may approach for a reference.You must provide references from your two most recent employers. In line with CQC requirements, we require references covering your last five years employment. If you have not had more than one employer in the last five years, we require a further reference. Please provide two character references if you are unable to obtain two professional references, e.g. in the case of an applicant who has been raising children for ten years. All will be contacted, therefore, please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us. |
|  | **Referee One** | **Referee Two** |
| **Contact Name:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Business Name:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Postcode:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Telephone:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Capacity in which known** | Click or tap here to enter text. | Click or tap here to enter text. |
|  | **Additional Referee** | **Additional Referee** |
| **Contact Name:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Postcode:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Telephone:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Professional / Character:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Capacity in which known** | Click or tap here to enter text. | Click or tap here to enter text. |

**Privacy Statement**

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| **Safeguarding / Ex-Offenders Declaration:** Please note this section will only be seen by those involved in the recruitment process and will be treated with the strictest confidence. |
| The Rehabilitation of Offenders Act 1974 aims to promote equality of opportunity and is committed to treating all applicants fairly regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. Rising Care Services Ltd undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.Answering 'yes' to the question below will not necessarily prevent your employment. This will depend on the relevance of the information you provide in respect of the nature of the position and the particular circumstances. |
| Are you currently bound over or do you have any current **UNSPENT** convictions that have been issued by a Court or Court-Martial in the United Kingdom or in any other country? | **Yes\*** [ ]  | **No** [ ]  |
| Do you have any current **UNSPENT** police cautions, reprimands or final warnings in the United Kingdom or in any other country? | **Yes\*** [ ]  | **No** [ ]  |

We will only collect data for specified, explicit and legitimate use in relation to the recruitment process. By signing this application form, you consent to holding the information contained within this application form. If successfully shortlisted, data will also include shortlisting scoring and interview records. We would like to keep this data until the vacancy is filled. (We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you). When that period is over, we will either delete your data or inform you that we would like to keep it in our database for future roles.

We have privacy policies that you can request for further information. Please be assured that your data will be securely stored by the Registered Manager and only used for the purposes of recruiting for this vacant post.

You have a right for your data to be forgotten, to rectify or access data, to restrict processing, to withdraw consent and to be kept informed about the processing of your data. If you would like to discuss this further or withdraw your consent at any time, please contact the Registered Manager to discuss.

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| **Declaration** |
| The information in this application form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed. Where applicable, I consent that can seek clarification regarding professional registration details. |
| **Print Full Name:** | Click or tap here to enter text. |
| **Signature:** | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |

# Values Based Screening Questions

This should be completed before attending any interview. It will be discussed as part of the interview process.

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| **If I was a Service User, I would like:** |
| Click or tap here to enter text. |
| **I believe that the Service User’s family and Relatives would like the following:** |
| Click or tap here to enter text. |
| **I believe that I can support a Service User because:** |
| Click or tap here to enter text. |
| **As a member of the team, I would feel valued when:** |
| Click or tap here to enter text. |
| **I believe that a good relationship between me and the Service User depends upon:** |
| Click or tap here to enter text. |
| **I believe that I learn best when:** | **I believe that a good working team is made by:** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **I believe that my role in relation to the Service User is:** |
| Click or tap here to enter text. |
| **My other beliefs and values relevant to my job role are:** |
| Click or tap here to enter text. |

END OF DOCUMENT