

APPLICATION FOR EMPLOYMENT

V5.0 25/01/2023



Applicant's Name	
Position Applied For:	
Branch / Area:	

Awarding Care Ltd

Thank you for choosing to apply for a role at Awarding Care Ltd

At Awarding Care we recognise that there is no place like home – that's why we're right behind those people who wish to remain at home and be as independent for as long as it is safe to do so. In order to achieve this, we are always looking for people to join our team who can provide dependable, trustworthy, high quality home care that will meet all personalised expectations for private individuals, local authorities and other local organisations.

Since the Company began back in 2015, we have always been proud to offer careers that encourage people from various backgrounds to fulfil their potential and achieve their aspirations by either continuing their career in care or by offering full training to those who wish to pursue one and have no previous experience. We have a proven track record of staff development, training and internal promotions enabling every single team member the opportunity to progress into more senior roles.

We have come a long way since the Company began, winning contracts with local authorities alongside looking after many private funding customers. Since 2016 we have seen the Company grow by a staggering 543% and we aim to continue to grow even further by providing high quality care delivered by a great team of staff. We are proud of our whole team and we are always committed to supporting, developing and investing in every single one of them.

We offer a variety of employee benefits including "Employee of the Month" award plus our "Recommend a Friend" bonus scheme for both the applicant and the current staff member can receive a cash bonus for recommending someone to join the team*.

We are looking forward to receiving your completed application form and becoming a member of the Awarding Care family.

Please complete and return this as soon as possible so we can arrange a suitable date and time for an interview with you.

**Terms and conditions apply, please ask us for more details*

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STRICTLY PRIVATE AND CONFIDENTIAL

Please complete all sections in BLACK ink

Your Personal Details

First Name(s):	
Surname:	
Previous Surname(s): (If applicable)	
Current Address:	
Postcode:	
When did you move to this address? (i.e. Jan 2012)	
National Insurance Number:	
Mobile Tel Number:	
Email Address:	

Statutory Requirements

To ensure regulations are met, if you are under 18, please state your date of birth.
(Note that this is not required if you are applying for a different role.)

Date of Birth:	
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Do you have a current DBS?	Yes	No		
If 'Yes', what date was it carried out?			If 'No' Are you willing to complete one?	Yes No

It is a criminal offence for barred individuals to apply to work with children or vulnerable adults in a regulated activity.

Are you on a Barred List?	Yes	No		
	If 'Yes' please give details)			
Have you any convictions, including both spent and unspent under the Rehabilitation of Offenders Act 1974?	Yes	No		
	If 'Yes' please give details)			

(A copy of the Company's Equal Opportunities Policy and Disclosure and Disclosure Information Policy is available on request. These reflect the CRB/Disclosure Codes of Practice)

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Right to Work in the UK

You will be required to produce original documents to prove your eligibility to work in the UK at the interview stage. We are required to keep copies of such documentation on file should your application be successful. If you are unable to provide such documentation, we will not be able to progress your application further.

Do you require a work permit to work in the UK?	Yes
	No

Special Requirements

Do you have any special requirements if you were invited to interview? If 'Yes' please give details)	Yes
	No

General Information

Please use the details box for each question below where your response will require further explanation

Are you involved in any activity that may limit your availability to work or limit your working hours? (i.e. local groups / charity work, etc)	Yes No
Are you subject to any restrictions or covenants (agreements/contracts, etc) that may restrict your working activities?	Yes No
Care work involves unsociable hours. Are you willing to work during the week, weekends and on bank holidays if required?	Yes No
If offered employment, you will be required to complete a medical questionnaire. Are you prepared to do this and potentially undergo a medical examination should the need arise?	Yes No
Have you worked for Awarding Care Ltd previously?	Yes No
Have you applied for employment with Awarding Care previously?	Yes No
How much notice are you required to give your current employer?	

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Education (Cont'd)

Further Formal Training	From	To	Diploma / Qualification / NVQ's

Job related Training Courses inc Name of Organisation	Date	Course / Training Details

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Supplementary Information

Please give further information to support your application (i.e. past achievements, future aspirations, personal strengths, professional body memberships, etc.)

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Current Employment Details

Are you currently employed?	Yes	No	If no, please give leaving date:	
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If 'Yes' please complete this section of your current employer. If 'No' please proceed to the next section 'Previous Employment'

Name of <u>Current</u> Employer:	
Address:	
Telephone Number:	
Nature of Business:	
Job Title:	
Brief Description of Duties:	
Reason for Leaving	
Salary / Hourly Rate:	
Start Date:	Enter the start date in format of dd/mm/yyyy

Please refer to the section 'References' for more details on how we contact your current employer

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Past Employment Details

Please give details of ALL your past employment, (exclude your present or last employer if detailed on previous page)

Due to the nature of the business, we have to investigate all employment since leaving school, therefore, you must not leave any gaps. If there are gaps in your employment please give details in the next section.

Name and Address of Employer	From	To	Position Held / Main Duties	Reason for Leaving

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Name and Address of Employer	From	To	Position Held / Main Duties	Reason for Leaving

Please give details of any gaps in your employment including dates from and to

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Interests, Achievements and Leisure Activities

Please give details of your interests and hobbies

Working Preferences & Hours

<p>We understand that universal credits or benefits may affect the number of hours per week a person can work.</p> <p>If this affects you, please specify the minimum and the maximum number of hours per week that you can or are willing to work:</p>	Minimum hours per week you would like to work:	
	Maximum hours per week you would like to work:	
	We know everyone's availability to work is different, therefore, we will discuss your preference of working days and hours at interview stage.	
Select Preferred Contract Type:		Select One
Full time Contracted Hours – This means you will be given a minimum number of hours to work per week. You must work these hours regardless of time of day, area or type of visit. You will be allocated enough work to meet your contracted hours and you must complete the work to achieve the hours stated in your Contract of Employment.		
Zero Hours – Contracted to zero hours, you will be asked to complete an Availability Form to tell us when you will be available to work. This must include weekends as you would be required to work one weekend on and one weekend off on a rolling rota.		
Bank / Casual Contracted – You will not be contracted to work any hours and you will not need to complete an availability form. You will choose to work as and when you can but must be a certain number of hours in a 3 month rolling period to keep your employment active.		

Please note that if you accept an offer of employment with us, you will be scheduled and required to work as per the needs of the business and according to your scheduled rota subject to legal restrictions and/or agreed maximum working hours.

Pre-Booked Holidays

Do you have any pre-booked holidays?	Yes	No
If 'Yes', please give dates		

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Driving Licence Details

If you have a valid driving licence, please give details:

Type of Licence: <i>(e.g. Full UK, Provisional, etc)</i>	
Expiry Date:	
Endorsements / Points:	

DBS Check Information

All employees employed by Awarding Care Ltd must complete a Disclosure and Barring Service (DBS) check. The only exception to this is if you have one dated in the last 3 months from your employment start date with us or if you have a portable DBS. A DBS check forms one part of the wider safeguarding process. It helps organisations determine whether a person is a suitable candidate for a particular role by providing information about a person's criminal history. A DBS check replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

There are two levels of check:

- 1) **Standard checks** reveal information relating to spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer (PNC).
- 2) **Enhanced checks** reveal the same information as Standard Checks but also check against information held by local police forces (for instance, relevant on-going investigations). When specified, an Enhanced Check can also be used to check against lists of people prohibited from working with children and vulnerable adults (otherwise known as 'barred lists').

Awarding Care will always carry out or require an **Enhanced** and **Barred List Check**.

IMPORTANT – The Company will pay for your DBS, however, if you leave your employment with us within the first 6 months of your start date, the Company reserves the right to deduct the full cost from your final salary. Where no paid work has been carried out, you will be invoiced for the cost of the DBS. By signing below, you explicitly agree to this condition.

Declaration

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by Awarding Care Ltd in accordance with the provisions of the Data Protection Act 1998 and all relevant subsequent legislation. This information will be held and processed for the purpose of ongoing personnel and payroll administration and statistical and business analysis.

I will notify the Company immediately if any details I have given on this application form change.

Given the nature of the job for which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by the Disclosure and Barring Service (DBS).

Print Name:	
Signature:	
Date:	Enter the date in the format dd/mm/yyyy

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References

As per the Care Quality Commission's Essential Standards we are obliged to obtain a minimum of two references before offering you employment. Therefore, please give the names of two people whom we may approach for a reference. You can add up to 4 referees of who we can contact, however, they will be contacted in the order that you complete them in.

Reference 1 - This should be your present or most recent employer.

Contact Name:	
Company Name:	
Position Held:	
Address:	
Postcode:	
Telephone No:	
Email:	

Can we contact your current employer at this time?	YES	No
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Reference 2

Contact Name:	
Company Name:	
Position Held:	
Address:	
Postcode:	
Telephone No:	
Email:	

Please be aware that in order to remain environmentally friendly, our preference is always to communicate via email where possible. Therefore, please ensure you have the correct email address for your referees.

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Reference 3

Contact Name:	
Company Name:	
Position Held:	
Address:	
Postcode:	
Telephone No:	
Email:	

Reference 4

Contact Name:	
Company Name:	
Position Held:	
Address:	
Postcode:	
Telephone No:	
Email:	

Next Steps

We want to progress applicants as quick as possible so once you have completed this application form, please return it to us in person or by post – Awarding Care Ltd, Bridge Street, Wednesbury, West Midlands, WS10 0AH.

Once we receive your completed form, we will be in touch to progress you through the new starter process.

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Equal Opportunity Monitoring

Awarding Care are an Equal Opportunities Employer. The aim of our policy is to ensure that all applicants and employees do not receive any less favourable treatment on the grounds of race, colour, creed, nationality, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees are given equal opportunity and are encouraged to progress within the organisation.

We are committed to an on-going programme of action to make this policy fully effective. By completing this information it will help us to deliver against our commitment to diversity and contribute to an inclusive working environment for all our employees. We also respect an individual's right not to disclose certain information and if this is the case, please answer with 'prefer not to say'.

Position Applied For:	
Full Name:	
Date of Birth:	<i>Please enter date of birth in the format dd/mm/yyyy</i>
Your Gender Identity:	
Marital Status:	
Sexual Orientation: (Straight, Gay, Bisexual)	
Religion / Belief:	
Are you registered disabled? <small>If 'Yes' please give details)</small>	Yes No
Ethnic Origin (White, Black, Asian, Mixed Race, etc)	
Nationality: (British, Indian, Chinese, etc)	

**This page is detached and is not stored alongside your application form and does not form any part of the interview or selection process. The information on this page is for monitoring purposes only.*