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WALLINTON
SM6 7DJ

HAINAULT BRANCH
51-55 FOWLER ROAD
HAINULT
IG6 3XE

TEL: 02081917311

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Application Form –Care Worker

Please complete all sections in **BLOCK CAPITALS** using **Black ink** only. Please write clearly.

How did you hear about us:

Contact Details

Title		Last Name	
First Name		Maiden Name (If applicable)	
Preferred First Name		National Insurance Number:	
		Have you previously applied to us for any position within the past two years? Yes / No	

Your Address

Address Line 1		Home Tel.	
Address Line 2		Mobile Tel. 1	
Address Line 3		Mobile Tel. 2	
Town		Work Tel.	
County		Email 1	
Postcode		Email 2	
Can we contact you on	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile 1 <input type="checkbox"/> Mobile 2 <input type="checkbox"/>	Other:	

Additional Personal Information

Languages spoken	
Can you cook?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Are you a vegetarian or do you have any cultural reasons that you will not handle specific meat?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered yes either of the above are you prepared to cook any meat? Please feel free to discuss with the interviewer	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you prepared to look after pets?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a smoker?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no are you prepare to look after clients who do smoke?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Leisure interests/activities (please include details of any community or voluntary experience)

Public duties (e.g. Justice of the Peace, local councillor, school governor, prison visitor, etc.)

Next of Kin / Emergency Contact Information

Title		Address Line 1	
First Name		Address Line 2	
Last Name		Address Line 3	
Relationship		Postcode	
Home Tel.		Mobile Tel. 2	
Mobile Tel. 1		Email	
Work Tel.			

Formal Education information (including that undertaken in other Countries)

**INTERVIEWER
USE ONLY**

<i>Name & Address of School/College/University</i>	From	To	Qualifications Obtained	IF APPLICABLE SIGN TO CONFIRM ORIGINAL QUALIFICATIONS SEEN, COPIED & ON FILE

Training Courses / Qualifications obtained / undertaken relevant to the role of Care Worker (including those undertaken in other Countries)

**INTERVIEWER
USE ONLY**

<i>Name & Address of School/College/Hospital</i>	From	To	Qualifications Obtained	SIGN TO CONFIRM ORIGINAL CERTIFICATES SEEN, COPIED & ON FILE
Other Professional Courses Taken	From	To	Qualifications Obtained	

Care specific information

<p>Why are you interested in care work?</p> <p>Please give as many reasons as you can in support of your application</p>	
<p>Please elaborate on any relevant qualifications / training that you have provided in the previous section that you feel are related to this role.</p>	
<p>Please tell us about any relevant care experience you have.</p>	

Transport:

Questions

Do you have a current driving licence?

If yes, is it?

Country of issue of licence?

Do own or have use of a car or motorbike/ scooter for work?

Do you have any current endorsements?

Do you use a bicycle?

If you have answered yes to the above, do you own a bicycle?

If you have answered yes to the above, would you be willing to cycle to service users?

Responses

Yes No

Full Provisional

Answer:

Yes Car / Motorbike No

Yes No

Yes No

Yes No

Yes No

Other employment information

Are you registered with any other care agencies? Yes No If yes, please list them:

If you hold position(s) and your application for employment is successful, do you intend to retain the position(s)? Yes / No

NB: We do not restrict applicants in working for other agencies but as a responsible employer we need to know the hours you are working on average, and transparency is therefore appreciated.

When will you be available to start work?

How far are you prepared to travel for work?

Employment History to point of this application

Please detail your FULL work history in reverse order, starting with your present/most recent employer and this MUST include any work undertaken in other Countries.

If necessary, request a supplementary sheet or attach a CV but where a CV is attached you are still required to complete the sections below in brief and in particular specifying the month AND year of attendance, along with reason for leaving.

<i>Dates:</i>		Employer's Name, Company Name and Address:	Job Title/Duties:	Reason for Leaving:
<i>From mm/yy</i>	<i>To mm/yy</i>			

For interviewer use: Please confirm here that you have discussed with the applicant, any gaps in work history and set out here any verification methods used:

References

- Please give the names and addresses of 3 referees; ONE OF WHICH must be your most recent employer.
- In the case where you do not have a 3rd work reference please give a personal reference.
- You must supply land line numbers for employment referees.
- Friends and relatives must not be used.

	First Referee	Second Referee	Third Referee
Title:			
First Name:			
Last Name:			
Job Title:			
Company Name:			
Address Line 1:			
Address Line 2:			
Town:			
Postcode:			
Country:			
Work Telephone:			
Mobile Number:			
Fax Number:			
Email Address:			
Home Telephone:			
Relationship to you:			
Can we contact Referee immediately? If not, when can we contact them?			

1. Please tick this box to confirm that upon conditional offer you give permission for us to request references
2. Please tick this box to confirm that if employed you agree for us to provide references to future employers

General

Days	Times and hours willing to work	Please give details of your preferences including any information around what your availability for night sits / calls etc would be
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Personal Identity Information

Do you require a work permit or visa to legally allow you to work in the UK? Yes No

If yes, please provide details below

Work Permit/visa Number:		Expiry Date:	DD	MM	YY
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If no, please specify why, for example, you are a UK Citizen or UK Passport Holder:

Nationality	
Place of Birth	
Do you have a passport? If yes please provide Country of Issue and passport number	

If you do not have a passport, you must where possible provide another form of official photographic ID such as an EU card, example shown here.



IF for any reason you cannot provide an official photographic ID, we would ask that you provide a photograph countersigned by any person who is able to countersign a passport photograph such as a company director or GP, to verify the photograph is you.

Convictions

Care work is subject to enhanced Disclosure and Barring Service (DBS) Checks, formally CRB and includes a check against police records to establish whether you have any criminal convictions or cautions. A check as to the existence and content of a criminal record will be requested from the Disclosure & Barring Service after a person has been selected for appointment to this post. Refusal to agree to a check being made could disqualify you from being considered for the appointment. You are therefore asked to sign the statement below to confirm your agreement, if you are selected for the appointment, to a check being made on any criminal record applicable to you.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in that list.

A criminal conviction or caution is not an automatic barrier to working with us, and we would encourage applicants at this stage to disclose any convictions or cautions, including driving offences. However if you do not disclose any convictions at this stage and are later found to have a positive DBS disclosure, then you may be dismissed.

Do you have any criminal convictions?

Yes / No

Please give details (below) of any criminal convictions that you may have which are not excluded by the Rehabilitation of Offenders Act 1974 (date, conviction, sentence etc.) The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered 'spent' under the terms of the Act.

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I agree, if I am selected for this appointment, to checks being made with the Disclosure & Barring Service for any record of convictions or cautions against me. I am aware that such information as appropriate for Standard/Enhanced Disclosures will be made available.

I confirm that the information given above is correct.

I also consent to Star Care UK Ltd carrying out other appropriate checks with the Disclosure & Barring Service if it so wishes.

I also agree to pay the amount of £60.00 for the check.

Name (please print)	
Signature	
Date	

We also have to evidence that we have verified your right to work in the UK and therefore all applicants are required to provide as many of the following as you have - ALL of which must be originals:

1. Two documents that can provide proof of address, eg: Utility Bills, bank statements etc
2. If applicable, proof of your entitlement to work,
3. Proof of National Insurance Number if you have worked in the UK,
4. National Passport,
5. 2 passport sized photographs, one of which should be countersigned by someone to confirm your identity
IF you do not have another official photographic ID,
6. Names and contact details for your referees,
7. Evidence of any qualifications or training claimed, such as certificates,
8. Details of all the addresses where you have lived in the past 5 years including full postcodes and dates of residence from and until,
9. £60.00 cash for DBS application

Declaration of information

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to engage or employ me, or for instant dismissal without notice or pay in lieu should I be employed.

I authorise any person, organisation or company listed on this application to provide you with any and all information concerning my previous employment, education and qualifications for employment, education and qualifications for employment. I also authorise you to request and receive such information.

In line with the Equality Act 2010, should you be successful at interview, you will be ***made a conditional job offer*** at which stage we will ask you some questions in respect of your health and the conditions will include the receipt of a satisfactory Enhanced DBS disclosure, a satisfactory medical declaration, receipt of satisfactory references.

Printed name of applicant: _____ **Date:** _____

Signed: _____ **Date:** _____



Right to Work Checklist

Name of person:	
Date of check:	
Type of check:	Initial check before employment <input type="checkbox"/> Follow-up check on an employee <input type="checkbox"/>

Step 1 Obtain

- You must **obtain original** documents from either **List A** or **List B** of acceptable documents.

List A

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B Group 1

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B Group 2

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Step 2 Check

- You must **check** that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person's appearance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2. Are dates of birth consistent across documents and with the person's appearance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Step 3 Copy

You must make a clear **copy** of each document in a format which cannot later be altered and retain the copy securely: electronically or in hardcopy. You must copy and retain:

- Passports:** any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
- All other documents:** the document in full, both sides of a Biometric Residence Permit.

You must also record and retain the date on which the check was made.

Know the type of excuse you have

If you have correctly carried out the above 3 steps, you will have an excuse against liability for a civil penalty if the above-named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.

The documents that you have checked and copied are from:

- List A** You have a **continuous statutory excuse** for the **full duration** of the person's employment with you. You are **not** required to carry out any repeat right to work checks on this person.
- List B: Group 1** You have a **time-limited statutory excuse** which expires when the person's permission to be in the UK expires. You should carry out a **follow-up check when the document evidencing their permission to work expires**.
- List B: Group 2** You have a **time-limited statutory excuse** which expires 6 months from the date specified in your Positive Verification Notice. **This means that you should carry out a follow-up check when this notice expires**.

Date follow-up check required: