

EMPLOYMENT APPLICATION
HOME CARE ASSISTANT



APPLICANT INFORMATION

Last Name	First Name		
Middle Name			
Address			
House/Flat number name	City		
County	Postcode		
Home Phone	Mobile		
E-mail Address			
National Insurance Number	Current Salary		
Are you a citizen of the United Kingdom?		YES	NO
If not, are you authorised to work in the UK?		YES	NO
Have you previously worked for EveryDay Home Care or Age UK North Tyneside?		YES	NO
If so, when?			
Do you hold a full driving license to drive a car in the UK?		YES	NO
Do you have access to a car which can be used for work?		YES	NO
Are you related to any employee or member of the Board of Trustees?		YES	NO
If yes, please provide further information			

REFERENCES

Please give names and contact details for two referees – one of whom must be your current or most recent employer

Name	Job Title		
Address			
Telephone number			
Email			
Is this person your current/most recent employer?		YES	NO
May we contact this person before interview?		YES	NO
Name	Job Title		
Address			
Telephone number			
Email			
Is this person your current/most recent employer?		YES	NO
May we contact this person before interview?		YES	NO



EDUCATION

General Education		
Dates (From/To)	School	Examinations Passed & Grades

Further Education		
Dates (From/To)	School	Examinations Passed & Grades

Professional Qualifications		
Dates (From/To)	Where obtained	Qualification details

Training Courses		
Dates (From/To)	School	Examinations Passed & Grades

EMPLOYMENT INFORMATION

List your employment history, beginning with your current or more recent post.

Please note it is a requirement of registration by the Care Quality Commission that all gaps in employment (paid and unpaid) are accounted for with exact dates.

Date of Employment	Name and Address of Employer	Position held	Reason for leaving

YOUR AVAILABILITY TO WORK

EveryDay Home Care offers guaranteed minimum 16 hour contracts to all employees from day one of their employment. While we always try to provide employees with work in their preferred locations, occasionally we have to ask our Home Care Assistants to be flexible and work with customers in other locations in order to make up their contractual obligations to us. Please note that we do pay travel time and mileage.

Indicate below which areas are your preferred locations to work in, keeping in mind that we may from time-to-time require you to work in other locations when the need arises. **(tick ✓ each which applies)**

- North Tyneside - Longbenton/Forrest Hall/Wideopen
- North Tyneside - North Shields/Tynemouth/Whitley Bay/ Shiremoor
- North Tyneside - Wallsend/Howdon
- South Tyneside - South Shields
- South Tyneside - Boldon/Jarrow/Hebburn
- Gateshead – Felling
- Gateshead – Central and Low Fell
- Gateshead – Whickham/Blaydon/Ryton
- Gateshead – Birtley/Lamesley/Chester-le-Street

In order to plan rotas and map your availability to our existing contracts, please complete each of the following three sections to indicate your **core hours** (those hours you would prefer to work), your **optional hours** (those additional times you may be available to work) and your **no-go hours** (when you would not be available for work). Please note that while we will always try to be flexible, our standard working requirements are for five days each week to include a minimum of one weekend day **(tick ✓ each which applies)**

CORE HOURS (YOUR PREFERRED HOURS OF WORK)				
DAY	MORNINGS (07:00 – 12 NOON)	AFTERNOON (12 NOON – 17:00)	EVENING (17:00 – 23:00)	OVERNIGHT (22:00 – 08:00)
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
OPTIONAL HOURS (ADDITIONAL TIMES WHEN YOU MAY BE AVAILABLE FOR WORK)				
DAY	MORNINGS (07:00 – 12 NOON)	AFTERNOON (12 NOON – 17:00)	EVENING (17:00 – 23:00)	OVERNIGHT (22:00 – 08:00)
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
NO-GO HOURS (TIMES YOU WOULD NOT BE AVAILABLE FOR WORK)				
DAY	MORNINGS (07:00 – 12 NOON)	AFTERNOON (12 NOON – 17:00)	EVENING (17:00 – 23:00)	OVERNIGHT (22:00 – 08:00)
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

ADDITIONAL INFORMATION

EveryDay is a values-based organisation – meaning that we expect all of our staff to be **Optimistic, Inclusive, Dedicated, Enabling, Responsive and Realistic**. Using your understanding of what it means to be a Home Care Assistant, please use the space below to tell us what these values mean to you and how they would help you were you successfully appointed to EveryDay Home Care.

REHABILITATION OF OFFENDERS ACT 1974. EXCEPTION ORDER 1975.

The provisions relating to non-disclosure of criminal convictions do apply to people seeking employment within a care service.

Do you have a criminal record?	YES	NO
Have you received a caution by the police?	YES	NO
Are there any criminal charges pending against you?	YES	NO
Have you been referred to the DBS Barred list?	YES	NO

If you have answered yes to any of the above, please provide full details below:

Do you give consent to a Disclosure and Barring Service (DBS) check?	YES	NO
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POSITIVE ABOUT DISABLED PEOPLE

EveryDay is committed to interviewing all candidates with a disability who meet the minimum criteria for selection

Do you have a disability which has a substantial and/or long-term effect on your ability to carry out day-to-day activities?

YES NO

If you wish, please use the space below to provide further information on your disability:

STAFF REFERRAL SCHEME

We reward our staff when a friend or family member is successfully recruited to a position with EveryDay home care. If you have been recommended to apply for this position by one of our staff members, please note their name below:

DECLARATION

I confirm that the information I have given is correct and complete. I understand that misleading or false information or failure to disclose any relevant information may be sufficient reason to cancel any offers of employment and may lead to my immediate dismissal if I am successfully appointed. I understand that in the event of being offered the post, a Disclosure and Barring Service check will be completed and two satisfactory references received, one of which must be your present or most recent employer, before a conditional offer of employment can be confirmed.

PRINT NAME

SIGNATURE

DATE