

Care Management (Agency) Ltd

Application for Employment

Please remember to fill in ALL SECTIONS in black ink and to sign the application form
PRIVATE AND CONFIDENTIAL

Section A

1.0 POST DETAILS

Position Applied for:	
Location:	
Employee Code:	

2.0 PERSONAL DETAILS

Title:	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Other
Surname/Family Name:					
First Name:					
Second/Middle Name:					
NI Number:					
Full Correspondence Address:					
					Post Code:
Home Telephone No:			Mobile Telephone No:		
Nationality:			Date of Birth:		
Marital status:	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Separated	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed
Email Address:					
Are you connected to any former or existing Venus Healthcare employee in any way?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please give details:					

3.0 PARENTAL LEAVE

Under the parental Leave Regulations 1999, and the Employment Act 2002, parents are allowed to request Parental Leave where certain conditions are met. The number of weeks taken is cumulative across employers and it is therefore a requirement of your employment to inform the Company of the total number of weeks you have taken to date.

How many weeks of Parental Leave have you taken so far?

4.0 CAREER HISTORY

Name and address of current/most recent employer:			
		Postcode:	
Job Title:			
Current salary and benefits:			

Date started in post:		Date of leaving (if relevant):	
Notice required:		Reason for leaving:	
Brief description of your main duties and responsibilities:			
Name and address of previous employer:			
		Postcode:	
Job Title:			
Date started in post:		Date of leaving (if relevant):	
Reason for leaving:			
Brief description of your main duties and responsibilities:			
Name and address of previous employer:			
		Postcode:	
Job Title:			
Date started in post:		Date of leaving (if relevant):	
Reason for leaving:			
Brief description of your main duties and responsibilities:			
Name and address of previous employer:			
		Postcode:	
Job Title:			
Date started in post:		Date of leaving (if relevant):	
Reason for leaving:			
Brief description of your main duties and responsibilities:			

5.0 COMMITMENTS

Do you have any Armed Service/Public Duty commitment (e.g. you a JP or Councilor etc.)?	
If YES, please give details:	

6.0 EDUCATION DETAILS (proof of qualifications will be requested before appointment)**SECONDARY EDUCATION (CSE, GCSE, RSA, A-Levels or equivalent)**

Examination	Level	Subjects	Grade	Date of exam

6.1 EDUCATION DETAILS (continued)**FURTHER AND HIGHER EDUCATION (Degree, Diploma, BTEC, City & Guilds, NVQ)**

From	To	Name and address of college,	Qualification gained Grade Date of exam/award	Polytechnic or University

6.2 OTHER RELEVANT TRAINING AND/OR SHORT COURSES OR PERSONAL DEVELOPMENT OR LIFE SKILLS

Examples could include short internal or external courses, voluntary work and work experience.

6.3 PROFESSIONAL DETAILS**PROFESSIONAL QUALIFICATIONS OBTAINED**

Professional qualification obtained	Date of examination

6.4 MEMBERSHIP/REGISTRATION WITH PROFESSIONAL BODIES

Name of professional body	Type of membership	Registration/ PIN number	Renewal date

7.0 REFERENCES

Please give details of two employment referees, one of whom must be your current or most recent employer. If you have not held a position of paid Employment, you may give details of someone connected with you in any unpaid or voluntary work you have undertaken, or any period of study. We reserve the right to contact any previous employer(s) listed on this form should it be deemed necessary by the Company. References will only be requested if you are called for interview.

REFERENCE ONE

Name:			
Company Name:			
Position:			
Address:			
		Post Code:	
Contact No:		Mobile No:	
Email:		Relationship To You:	
May we approach for reference if called for an interview?			Yes <input type="checkbox"/> No <input type="checkbox"/>

REFERENCE TWO

Name:			
Company Name:			
Position:			
Address:			
		Post Code:	
Contact No:		Mobile No:	
Email:		Relationship To You:	
May we approach for reference if called for an interview?			Yes <input type="checkbox"/> No <input type="checkbox"/>

8.0 DRIVING LICENSE DETAILS

Type:	<input type="checkbox"/> Full	<input type="checkbox"/> Provisional	<input type="checkbox"/> Other
If other, please specify			
Please give details of any penalty points (if any) with dates:			
Do you own or have regular access to a vehicle?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Make / model / year:			

9.0 LEISURE ACTIVITIES

Please provide brief details of your hobbies, sport and other leisure activities in which you participate:

Languages (other than English):

SPOKEN / FLUENT/ WRITTEN/ READ

SPOKEN / FLUENT/ WRITTEN/ READ

SPOKEN / FLUENT/ WRITTEN/ READ

Would you like to participate in sporting activities organized by Venus Group of Companies?

Yes

No

10.0 JOB FLEXIBILITY

Details of any other work which you will continue to undertake if you are offered this Job Position:

Please provide details of any outstanding holidays to be taken or planned:

Available to take up Employment from:

11.0 Rehabilitation of Offenders Act (1974)

This post is offered subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Exceptions (Amendment) Order 1986.

Applicants are not entitled to withhold information when asked about convictions which for other purposes are 'spent' under the provision of the Act. In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. Information given will be completely confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

If YES please give details:

Section B**EQUAL OPPORTUNITIES IN EMPLOYMENT**

The Company is committed to Equal Opportunities in Employment and as part of this policy, all applicants for employment are asked to complete the details requested below. The information will only be used for the purposes of monitoring the policy except where expressly stated otherwise. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment. As an Equal Opportunities Employer, the Company aims to ensure that no job applicant or employee receives less favorable treatment on the Grounds of age, race, colour, sex, marital status, religion, ethnic origin, nationality, disability or sexual orientation. Please help us to achieve our aim by completing the following questions:

1.0 PERSONAL DETAILS

Do you have prime responsibility for caring for - Children?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Elderly or infirm relatives?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If YES, number of dependants

Do you Drive?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If NO, how do you get to work?

Distance of travel from current home address to location of work?

2.0 DISABILITY

IMPORTANT NOTE: The information in this section will be disclosed to the Recruiting Manager/Business Unit Manager if you are short listed for interview.

Under the Disability Discrimination Act 1995, a person has a disability if he or she has a physical or mental impairment which has a substantial and long- term adverse effect on his or her ability to carry out day to day activities.

Do you consider yourself to have a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, what is your condition?		
Does the nature of your disability lead you to require any special equipment / facilities etc. in your workplace?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, what is required?		
Is there anything you would like to suggest to us which would facilitate your full participation if selected for interview?		

3.0 ETHNICITY

What is your ethnic group? **Tick the box to indicate your cultural background.**

White British	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Other Ethnic group	<input type="checkbox"/>
Other White background	please specify: <input type="text"/>	Unknown	<input type="checkbox"/>
Mixed White and Black Caribbean	<input type="checkbox"/>	Withheld	<input type="checkbox"/>
Mixed White and Black African	<input type="checkbox"/>		
Mixed White and Asian	<input type="checkbox"/>		
Other Mixed background	please specify: <input type="text"/>		
Asian Indian	<input type="checkbox"/>		
Asian Pakistani	<input type="checkbox"/>		
Asian Bangladeshi	<input type="checkbox"/>		
Any other Asian background	please specify: <input type="text"/>		
Black Caribbean	<input type="checkbox"/>		
Black African	<input type="checkbox"/>		
Other Black background	please specify: <input type="text"/>		

Section C**1.0 IMPORTANT INFORMATION AND DECLARATION**

Appointment is subject to the following: Health Clearance, Criminal Records Enhanced Disclosure (where appropriate), satisfactory References, evidence of Eligibility to work in the UK, Qualification (s) and Membership or registration of relevant professional body. In completing and returning this application, you are consenting to the processing of data therein and that this will comply with the Data Protection Act 1998.

I declare that all the information I have included on this form is true to the best of my knowledge and without omission of any facts that could have a bearing on selection decisions. I understand that any appointment is conditional on this declaration. I also understand that if I am offered a position by the Company, this offer may be withdrawn if subsequently any of this information is found to be incorrect or incomplete. In addition, I am aware, should this situation occur after I join the employment of the Company, I will be liable to disciplinary action and this could lead to dismissal.

Signed:	<input type="text"/>	Date:	<input type="text"/>
Print Name in full:	<input type="text"/>		

2.0 SUPPORTING DOCUMENTS

In order to process a Disclosure and Barring Service check as mentioned in Section A point 11 above, applicants will need to bring original proof of identity documents to their interview as follows:

A total of THREE documents are required, at least ONE of which should be from the following list:

- A current, valid passport (any nationality)
- A UK biometric residency permit
- A current UK driving license (including the paper counterpart)
- An original British Birth Certificate.

Additional documents from the following list can be included to bring the total of ORIGINAL documents presented to three:

- A Council Tax Statement less than one year old
- A British Work Permit/UK Visa less than one year old
- A P45 or P60 certificate less than one year old
- A Bank or Building Society Statement less than 3 months old
- A Credit Card Statement less than 3 months old
- An Electricity Bill or Statement less than 3 months old
- A Gas Bill or Statement less than 3 months old
- A Water Bill or Statement less than 3 months old
- A Land Line Telephone Bill less than 3 months old