



Applicant's Name	
Position Applied For:	
Branch:	

Awarding Care Ltd

Thank you for thinking about a career with Awarding Care.

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. Between 2016 and 2017 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 are looking forward to receiving your completed application form and remember - if you know someone who also wants to join us, we offer a 'recommend a friend' bonus of £100. Please ask for further details on this scheme.



STRICTLY PRIVATE AND CONFIDENTIAL

Please complete all sections in BLACK ink

Personal Details

First Name(s):	
Surname:	
Previous Surname: (If applicable)	
Current Address:	
Postcode:	
Home Tel 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:			
Do you have a current DBS?	YES / NO (Delete as appropriate)		
If 'Yes', what date was it carried out?		If 'No' Are you willing to complete one?	YES / NO (Delete as appropriate)

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 (Delete as appropriate and if 'Yes' please give details)
Have you any convictions, including both spent and unspent under the Rehabilitation of Offenders Act 1974?	YES / NO (Delete as appropriate and 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)



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 (Delete as appropriate)
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Special Requirements

Do you have any special requirements if you were invited to interview?	YES / NO (Delete as appropriate and if 'Yes' please give details)
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General Information

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 (Delete as appropriate and if 'Yes' please give details)
Are you subject to any restrictions or covenants (agreements/contracts, etc) that may restrict your working activities?	YES / NO (Delete as appropriate and if 'Yes' please give details)
Are you willing to work overtime in the week, weekends and on bank holidays if required?	YES / NO (Delete as appropriate and if 'No' please state your reasons)
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 (Delete as appropriate and if 'No' please state your reasons)
Have you worked for Awarding Care previously?	YES / NO (Delete as appropriate and if 'Yes' please state your job title, dates and branch)
Have you applied for employment with Awarding Care previously?	YES / NO (Delete as appropriate and if 'Yes' please give details)
How much notice are you required to give your current employer?	



What are your salary expectations <i>Please state whether figure is hourly, weekly or annually.</i>	
How did you hear about this vacancy? <i>If you were referred by a friend, please tell us their name here.</i>	
Please list languages spoken	

Education

Schools attended since age 11	From	To	Examinations and Results
College / University Attended	From	To	Courses and Results



Education (Cont'd)

Further Formal Training	From	To	Diploma / Qualification / NVQ's
Job related Training Courses inc Name of Organisation	Date	Course / Training Details	



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 <small>(Delete as appropriate)</small>	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 Current Employer	
Address:	
Telephone Number:	
Nature of Business:	
Job Title:	
Brief Description of Duties:	
Reason for Leaving	
Salary / Hourly Rate:	
Start Date:	

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



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



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



Interests, Achievements and Leisure Activities

Please give details of your interests and hobbies

Availability

Please let us know your availability.

Minimum number of hours per week _____ Maximum number of hours per week _____

Day	Morning	Lunch	Tea	Bed	Total Hours Per Day
	<i>6am - 11am</i>	<i>11am - 3pm</i>	<i>3pm - 6pm</i>	<i>6pm - 11pm</i>	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Please note that if you accept an offer of employment with us, you will be scheduled and required to work within any of your stated available hours subject to legal restrictions and/or agreed maximum working hours. Please note that in certain circumstances you may be required to change your scheduled hours of work at short notice, however, these will always be within your available hours as stated above.

Once you have accepted an offer of employment with us, you cannot amend your availability for the first 6 months, after this, you can request a change to your availability giving your reasons in writing to the Registered Branch Manager. They will consider your request and do their best to accommodate your needs, however, it cannot be guaranteed that your request will be accepted.

Pre-Booked Holidays

Do you have any pre-booked holidays?

YES / NO (Delete as appropriate)

If 'Yes', please give dates



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:	

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.

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:	

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 (Delete as appropriate)
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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.



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:	



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 individuals 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:	
Your Gender Identity:	Male/female/neutral/other (If other, please specify)
Marital Status:	
Sexual Orientation: (Straight, Gay, Bisexual)	
Religion / Belief:	
Are you registered disabled?	YES / NO (Delete as appropriate and if 'Yes' please give details)
Ethnic Origin (White, Black, Asian, Mixed Race, etc)	
Nationality: (British, Indian, Chinese, etc)	