

INSTRUCTIONS

If you need help completing this application form or for any phase of the employment process, please contact a member of the Unique Senior Care Human Resources team on 01789 204040.

- Please complete all sides of this form.
- If more space is needed to complete any question, use a separate piece of paper.
- Print clearly using black ink. Incomplete or illegible applications may not be processed.
- Application forms in large print or on coloured paper can be easily provided if you speak with a member of the Human Resources team on 01789 204040.
- Please return the completed application form via email to recruitment@uniquecare.co.uk or bring it with you to your interview.

Position applied for: _____

PERSONAL DETAILS

Mr Mrs Miss Ms Other (Please state)	
Surname:	First names:
Present address:	National Insurance number:
Postcode:	Email address:
Telephone number:	Mobile number:
Do you hold a full current driving licence? YES NO	Former name/s:
Do you have access to reliable transport? YES NO	When could you commence appointments?
What interests you about this position?	
What are your hobbies and interests (please provide as much detail as possible so we can match your interests with a clients)?	
Have you worked for Unique Senior Care before? YES NO If yes, please provide details:	
How did you hear about the job vacancy at Unique Senior Care?	

YOUR SKILLS AND QUALIFICATIONS

Please state the languages you can speak/write and at what level (basic, competent, advanced).	
Do you have an NVQ/QCF Level 2 or above in Health and Social Care? YES NO (If you answered yes, you will need to provide a certificate as evidence of completion).	
Please tell us about any other relevant formal qualifications you have achieved (including Maths and English qualifications) and year of completion.	
When did you leave full-time education? Month:	Year:
Please indicate any training you have had that is applicable to this position.	

EMPLOYMENT HISTORY:

Please list in chronological order with present or most recent first. Give details of all full and part-time work as well as particulars of all paid and unpaid employment experience e.g. commercial experience, raising a family, youth work, voluntary work or periods when you were not employed. PLEASE DO NOT LEAVE ANY GAPS IN THE HISTORY*

Alternatively, you can attach a CV; however, this also must have no gaps in employment unaccounted for and need to include months and years for each role.w

Dates from/to	Name and address of employer	Job title and duties	Reason for leaving and gross pay details
Month/year			
Month/year			
Month/year			

Month/year			
Month/year			
Month/year			

*Continue on a separate sheet if necessary.

REFERENCES:

Unique Senior Care prides itself on the quality of employees and therefore, as part of the recruitment process, we take up four references, two personal and two professional, one of which must be your present or most recent employer.

Applications will not be considered unless details of four referees are provided; however, we will not take up references until confirming your permission to do so.

PERSONAL REFERENCES: Please do not include relatives.

Full name	Phone number	Best time to call	Relationship to you	Number of years known
1.				
2.				

PROFESSIONAL REFERENCES:

1. Present or most recent employer

Line Manager's name:	
Company name and address	
Phone number:	
Email Address:	

2.

Line Manager's name:	
Company name and address	
Phone number:	
Email Address:	

Unique Senior Care seeks to offer employment opportunities irrespective of physical or mental disabilities wherever possible and will endeavour to make any reasonable adjustments to ensure that disabled people can compete equally with non-disabled people. You are not compulsorily required to answer the following two questions.

Do you consider yourself to have a disability that is relevant to the position for which you are applying?

Yes No Would prefer not to say

If yes, please give brief details of the effects of the disability and any assistance you would need.

Do you consider yourself to be generally in good health, both mentally and physically?

Yes No Would prefer not to say

If no, please provide details:

The position you have applied for is exempt from the provision of section 4 of the rehabilitation of offender's act 1974, which means that you are not entitled by law to withhold information about any civil or criminal convictions which for other purposes are "spent" under the provisions of the act. In the event of employment, any failure to disclose such convictions may result in dismissal. Any information given will be completely confidential and will be considered only in relation to this application. In view of this would you please answer the following question:

Have you any previous civil or criminal convictions, cautions, reprimands, final warnings or any pending prosecutions? Yes No

If yes, please give details including dates, you will need to also disclose this in your interview:

I certify that the answers given by me to the preceding questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment.

I understand that any offer of employment will be subject to the receipt of a satisfactory enhanced disclosure and four satisfactory references.

Name: _____

Signature: _____ Date: _____

Once you have completed your application form, download and save onto your device. You can then upload the application form on the same page then press submit.