

**RAYNERS (EXTRA CARE HOME) LIMITED  
STAFF APPLICATION FORM**

**Personal Details**

Application for the Post Of: _____		
Surname: _____		
Forenames: _____		
Mr/Mrs/Miss: (delete as appropriate) _____	Marital Status: _____	
Maiden Name: (if applicable) _____		
Address: _____ _____		
_____		Post code: _____
Home Telephone Number: _____	Mobile Telephone Number: _____	
Email Address: _____		
Date of Birth: _____	Age in Years: _____	
Nationality: _____	National Insurance Number: _____	
Do you require a work permit to work in the UK?: _____		
Do you hold a full driving license: _____		
Uniform Size: _____	Height: _____	Weight: _____

**Prospective Employment Declaration & Disclosure Check**

*Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (SI 1975 No. 1023) as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Orders 1986 (SI 1986 No. 1249 & No. 2268)*

Due to the nature of the work you have applied for, Section 4 of the Rehabilitation of Offenders Act provides for exceptions to be made from the general rules by order in the disclosure of spent or current criminal convictions. By virtue of this order, as your prospective employer, we require that you disclose any such convictions/reprimands/cautions on this form. We guarantee that this information will only be seen by those who need to see it as part of our recruitment process. All job offers are conditional and subject to an ISA Adult First Check & Enhanced Disclosure via the Criminal Records Bureau. Further information regarding the disclosure can be obtained from the CRB information line on 0870 90 90 811 or [www.disclosure.gov.uk](http://www.disclosure.gov.uk).

If you are successful in your application and offered a post, an Enhanced Disclosure Form will be issued. The fee charged to us including ISA Adult First Check for all new employees is £50.60. This fee will be met by Rayners (Extra Care Home) Limited provided that your employment last in excess of twelve months of your start date. If not then Rayners (Extra Care Home) Limited reserves the right to deduct this amount from your salary.

I have read the above notes on Criminal Convictions and agree to an Enhanced Disclosure & ISA Adult First Check being undertaken for the post for which I am applying.

- I do not have any Criminal Convictions/Reprimands/Cautions
- I have been convicted of any offence/offences and now provide details in a sealed envelope.  
*Please place a tick to the one appropriate above.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Details of Education and Qualifications**

General Education – Please list Schools and Qualifications from the age of 11 years

From	To	School	Qualifications with dates

Further Education (if applicable)

From	To	College/University/Institute	Qualification with dates

Professional Qualifications – First Aid etc. (if applicable)

From	To	Firm/Institute	Qualifications with dates

Employment Record – Over the past 10 years, begin with most recent)

From	To	Company Name	Position held	Reason for leaving

**Details of Present Employment**

Name of Company: \_\_\_\_\_

Nature of Business: \_\_\_\_\_ Period of Notice required: \_\_\_\_\_

Post Held: \_\_\_\_\_ Date Appointed: \_\_\_\_\_

Salary Scale / Present Salary: \_\_\_\_\_

Do you have any holidays booked? \_\_\_\_\_

**General Information**

Please detail below your reasons for applying for this post. You should include particulars of experience relevant to the present vacancy and details of any knowledge or special interest/hobbies, which may have a bearing.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References:**

Please give details of two (2) references (who are not related to you), the first reference should be your last employer. Please note that if there are no previous employers then the referees should be a professional person or someone who has been known to you for a period of more than five years. It is the normal practice for references to be obtained directly after an interview. However, references can be obtained before any formal interview is held, so it is advisable to ask your previous employers for their permission before returning this application.

**Please place a tick in this box if you do not wish us to contact these referees prior to your interview.**

**1.**

Name of Company: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Position in firm: \_\_\_\_\_

**2.**

Name of Company: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Position in Firm: \_\_\_\_\_

*I certify that to the best of my knowledge the information given in this application is factually correct, and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

To be returned to:

**Rayners (Extra Care Home) Limited**  
**Weedon Hill**  
**Hyde Heath**  
**Amersham**  
**Buckinghamshire HP6 5UH**

**Telephone:** ☎ **01494 773606**

**Facsimile:** **01494 793529**

**email:** ✉ **admin@careatrayners.co.uk**

**FOR OFFICE USE ONLY**

**Employee Interview Checklist and Personnel Information**

Full Name of Applicant: \_\_\_\_\_

Interview on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Interview Time: \_\_\_\_\_ Interview By: \_\_\_\_\_

General Appearance	5	4	3	2	1
Communication Skills	5	4	3	2	1
Intelligence	5	4	3	2	1
Relevant Experience	5	4	3	2	1
General Impression	5	4	3	2	1

Family Commitments: \_\_\_\_\_

Hours Required: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ Holiday Entitlement: \_\_\_\_\_

***Interviewees' Notes***

References Applied on: \_\_\_\_\_ Received on:   1     2  

Satisfied with References:   1   Yes No   2   Yes No Agreed Start Date: \_\_\_\_\_

CRB Disclosure sent on: \_\_\_\_\_ ISA Adult First Check received on: \_\_\_\_\_

Date of Disclosure / Received: \_\_\_\_\_

Enhanced Disclosure Number: \_\_\_\_\_

Letter of Appointment Sent: \_\_\_\_\_ Letter of Decline Sent: \_\_\_\_\_

***Personnel/Induction/Training Information***

Name Badge/Uniform ordered on: \_\_\_\_\_

Copy of Relevant Shift Duties given on: \_\_\_\_\_

Event of Fire Procedure given on: \_\_\_\_\_

Nurse Call Procedure given on: \_\_\_\_\_

Laundry Procedure given on: \_\_\_\_\_

Induction/Supervision started on: \_\_\_\_\_ By: \_\_\_\_\_

Development Appraisal due on: \_\_\_\_\_

Contract of Employment due on: \_\_\_\_\_ Received: \_\_\_\_\_