



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 & Enhanced DBS Certificate

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, regardless of post are conditional and subject to receiving an acceptable Enhanced DBS Certificate (with list checks) via the Disclosure & Barring Service (DBS).

If you are successful in your application and offered a post, a DBS Adult First and Enhanced DBS Certificate will be issued, which the company will be required to see, copy and retain in your personnel file. The current fee charged to us including for all new employees is £59.00. This fee will be met by Rayners (Extra Care Home) Limited provided that your employment lasts 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 DBS Certificate 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
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Further Education (if applicable)

From	To	College/University/Institute	Qualification with dates
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Professional Qualifications – First Aid etc. (if applicable)

From	To	Firm/Institute	Qualifications with dates
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Employment Record – Over the past 10 years, begin with most recent)

From	To	Company Name	Position held	Reason for leaving
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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: ✉ **sharon@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: _____
DBS Disclosure applied on: _____ DBS Adult First Check received on: _____
Date of DBS Disclosure Received: _____
DBS 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: _____