



WHETSTONE GRANGE
 PARKHOUSE GRANGE
 ENDERBY GRANGE

Confidential

Please complete this application form
 in black ink

Application for Employment

Position applied for: _____

Care Home: _____

Date: _____

Personal Details

Forename: _____	Surname: _____
Title (Mrs, Mr, Other): _____	National Insurance No _____
Address: _____ _____	Home Tel: _____
Postcode: _____	Mobile Tel: _____
Date of Birth: _____	Fax: _____
	E-Mail address _____
Do you require a permit/ visa to work in the UK? All shortlisted candidates will be asked for proof of eligibility to work in the UK.	
	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any special needs to be taken into account at the interview, i.e. access, communicator, etc? <i>If yes, please give details:</i>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a preference in terms of flexible working arrangements or working patterns? <i>If yes, please give details:</i>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>

Employment Details

Names & address of current or most recent employer _____ _____ _____ _____ Tel: _____ Email : _____	Post held: _____ Salary: _____
	Employed from: _____ to: _____
	Reason for leaving/ wishing to leave: _____ _____ _____

Employment Details cont.

Please list details of full employment history (full-time & part time work), starting with the most recent first. Should you be invited for an Interview any gaps of Employment will be discussed .

Past Employers	Post held	Dates (from & to)	Reason for Leaving

Education & Training

Please list schools, colleges & universities etc attended.

Place of study	Qualification & subject	Grade	Year

Please give details of relevant training & non-qualification courses:

Relevant experience & reasons for applying

Please describe any skills or abilities that you possess which illustrate your suitability for this post. Say why you are interested in the post & how you see yourself fulfilling this role.

References

Please give details of two referees who have knowledge of your work experience, the first must be your current/ most recent employer/ manager and a business address should be given.

If you are invited to an interview, please note that your references will be requested unless you enter "X" in the relevant box

1.

Name: _____

Position: _____

Address: _____

Postcode: _____

Tel: _____

Fax: _____

Email: _____

Relationship to applicant: _____

2.

Name: _____

Position: _____

Address: _____

Postcode: _____

Tel No: _____

Fax: _____

Email: _____

Relationship to applicant: _____

Disclosure and Barring Service

Applications who are offered employment will be subject to an Enhanced Disclosure check from the Disclosure and Barring Service before commencement of employment. This will include cautions, reprimands or final warnings as well as convictions.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police (Note that the post you have applied for is excepted from the Rehabilitation Offenders Act 1974, which means that all convictions, cautions, reprimands & final warnings on your criminal record need to be disclosed)? Yes No

If yes, *please provide details on a separate sheet and place in a sealed envelope. Please write your name on the outside of the envelope and attach it securely to the application form.*

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?)? Yes No

If yes, *please provide details*

Having a criminal record will not necessary bar a person from working for ALA Care Ltd. This will depend on the nature of the position & circumstances/background of the offences.

Declaration

ALA care Ltd expects that you have the work experience and qualification that you have stated on this form. ALA Care Ltd reserves the right to terminate your employment with or without notice or payment in lieu of notice in cases where (a) it is discovered that you do not have the claimed qualification or experience; (b) you fail for whatever reason to acquire any appropriate examination or registration; (c) you are removed from the appropriate regulatory body.

I understand that my employment, if offered, will be subject to satisfactory medical clearance (pre - employment health questionnaire), references, confirmation of eligibility to work in the UK and criminal records check. I confirm that all information on this form is correct and understand that false or misleading information may lead to any offers of employment being withdrawn or summary dismissal. I understand the information will be stored in paper files and under the terms of the Data Protection Act 1998 will be treated in a secure and confidential manner.

Signed: _____ Date: _____

How did you hear about this job vacancy? _____

Thank you for taking the time to complete this information

Completed application should be returned to:
*Manager, Parkhouse Grange, 47 Park Road
Earl Shilton, Leics, LE9 7EP
Tel 01455 851222*

Eligibility to Work in the United Kingdom Guidance for Applicants

Before anyone starts work with ALA Care Ltd we have a legal obligation to confirm that they are eligible to work in the United Kingdom. This check must be carried out on every potential new employee, regardless of their nationality. Failure to confirm someone's asylum and immigration status due to their nationality would be contrary to legislation.

When you attend your interview a nominated person will verify that you have produced the required evidence of your eligibility to work in the UK and that all your documents are valid and original (**please do not take photocopies as they are not acceptable forms of evidence**)

At your interview you must produce either:

- **1 Document from list 1** – any original document **or**;
- **2 Documents from list 2 (combination 1)** – A document listed in group A confirming your national insurance number plus any document from list B-H **or**;
- **2 Documents from list 2 (combination 2)** - A document listed in group A from Work Permits UK, and either document from list B-C.

List 1 Acceptable documents to establish a continuous statutory excuse

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the

name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer

List 2 - Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Group 2 – Documents where a time-limited statutory excuse lasts for 6 months

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area)
- Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question

Dear Applicant

ALA Care Ltd is committed to promoting equality in all its activities and aims to provide a work environment free from discrimination and unfair treatment. ALA Care Ltd welcomes applications from all people regardless of age, disability, race, sexual orientation or religion.

To confirm this commitment, the company has in place an Equal Opportunities Policy which in order to be effective, requires that we regularly review and monitor the applications we receive by collecting data on ethnicity, gender, marital status, disability, sexual orientation, religious belief and age of all who apply. This data will be kept securely and have no bearing in the selection process. ***Individuals will not be identified on any reports or summaries***

For this purpose, we ask for your assistance to complete this form. Any information you provide will not be used in the application process and will be handled confidentially. It will only be used for the purposes of monitoring and improving our employment practices.

Completion of this form is not a requirement of the application process and your application will be treated no differently if you choose not to complete it.

If you do choose to complete this form, please return it in the separate sealed envelope provided - marked "*Equal Opportunities, Admin, Parkhouse Grange, 47 Park Road, Earl Shilton, Leics, LE9 7EP*"

You can either return the sealed envelope with your application form or sent it directly to the above address

Thank you for your co-operation

Kind Regards,

R Summerfield
Laura Beltre

Joint Managers

EQUAL OPPORTUNITIES QUESTIONNAIRE

STRICTLY CONFIDENTIAL

To assist us in the monitoring of our Equal Opportunities in Employment Policy we hope you will take the time to complete this form. The "Questions and Answers" section overleaf explains our equal opportunities monitoring and the reasons for doing it.

This form is divided into nine parts and you are asked to complete all sections.

1. Full Name:	Locality you are applying to work in: (please tick) <input type="checkbox"/> Whetstone Grange <input type="checkbox"/> Parkhouse Grange <input type="checkbox"/> Enderby Grange
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2. What is your ethnic group?		
Choose ONE section from A to E and tick the appropriate box to indicate your cultural background.		
A. White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other	B. Mixed <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Other	C. Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other
D. Black & Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other	E. Chinese or Other Ethnic Group <input type="checkbox"/> Chinese <input type="checkbox"/> Other	

3. Disability (As per the Disability Discrimination Act 1995)
If you have a medical condition, the Disability Discrimination Act (1995) requires employers to make reasonable adjustments to the job content or working environment. To achieve this, we need to know whether you are covered.
Definition of Disability: <i>"A physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities in a non-work environment."</i>
Do you consider yourself to have a disability as defined in the Disability Discrimination Act (1995)?
<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Gender Are you?
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male <input type="checkbox"/> Transgender Female <input type="checkbox"/> Prefer not to say

5. Age Are you?

- 16-24 25-34 35-44
 45-54 55-64 65+

6. Marital Status Are you?

- Married Unmarried Civil Partnership Divorced Separated Widowed

7. Religion or Belief Are you?

- Anglican Catholic Presbyterian Church of England Other Christian
 Buddhist Hindu Jewish Muslim Sikh
 Other Religious Belief No religious belief Prefer not to say

8. Sexual Orientation

We believe that it is helpful to gather this formation for the purpose of statistical analysis. Although analysis will be more effective if everyone provides a response, we appreciate that this is a sensitive and personal question and therefore please be aware that your response is voluntary.

Are you?

- Heterosexual Lesbian Gay Bisexual Transsexual Prefer not to say

9. Caring Responsibilities

Do you have care responsibilities for anyone? Yes No

If "Yes", are they? Children under 16 Sick or Elderly Disabled

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE

QUESTIONS AND ANSWERS

Why monitor equal opportunities?

We are committed to a policy of equal opportunities in all aspects of employment. The information provided by equal opportunities monitoring will help us to comply with the law under the relevant Acts and to ensure that our employment policies and practices are fair and effective. The information provides us with a profile of the organisation so that we can assess the representation of different groups and whether more needs to be done to achieve equality of opportunity for colleagues and job applicants.

What information will be collected?

This questionnaire asks you to categorise yourself by ethnic group, marital status, disability, gender, religion/belief, sexual orientation and whether you have care responsibilities for anyone. This data will then be added to the information that is held on the computerised system in Human Resources.

What will happen to the monitoring form?

The form will be opened by a member of the HR team who will be responsible for the safe storage of the form until the data is entered onto the computer. **Only** HR colleagues have access to the computer system. The form will then be destroyed.

What will the information be used for?

This form will contain sensitive personal data which will only be processed in accordance with the Data Protection Act 1998.

The data will help us to review employment policies and practices, particularly where equality of opportunity is concerned.

A Workforce Analysis will be carried out annually and a summary of the results will be issued to all colleagues. **Individuals will not be identifiable on any reports or summaries.**

The information will be used by ALA Care Ltd to ensure compliance with the general duty in The Race Relations (Amendment) Act 2000 to eliminate unlawful racial discrimination and promote equality of opportunity and good relations between people of different racial groups.