

# JOB APPLICATION FORM



Post applied for

Location of post applied for

Where did you hear about this vacancy?

(If from an advert please state which newspaper or website)

---

Please complete this form **in full** and return to:

Human Resources, Broadham Care Ltd, Vector House, Merle Common Road, Oxted, RH8 0RP

Tel: 01883 732211 Fax: 01883 734 561 Email: [hr@broadhamcare.co.uk](mailto:hr@broadhamcare.co.uk)

Name  Title

Address  Maiden Name

Post Code

Telephone Number  Mobile Number

Email Address

If you are not a member of the European Economic Area,  
please state your legal entitlement to work in the UK

---

## Education and Qualifications

Please give full details of your education and qualifications using a separate sheet if necessary

Schools/Colleges/Universities	From	To	Exams passed/Qualifications obtained
-------------------------------	------	----	--------------------------------------

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Professional Registration Numbers  
and expiry dates

**[broadhamcare.co.uk](http://broadhamcare.co.uk)**

# Employment History

Name and Address of Current/Last Employer

Job Title

From

To

Salary

Reason for Leaving

Type of Business

Please state your main duties and responsibilities

Notice Period

**Please list below all your previous employers starting with the most recent. Please provide a FULL employment history and explain all employment gaps. Continue on a separate sheet if necessary.**

**Name, Address, Tel No**

**From/To**

**Job Title and Main Duties**

**Reason for Leaving**

Please give details of any other relevant training, professional qualifications or work related skills that you have.

NVQ:

Care Training/Qualifications:

## Supporting Information

Please give any details you feel are relevant in support of your application, including why you are interested in this post. Include any experience/training/skills that you have. Continue on a separate sheet if necessary

## Relationships

The company has found in practice that management difficulties may occur where employees are related by marriage or kin, or where they have an emotional relationship. In order to assist the company in assessing your application, you are required to disclose the existence of any such relationship with any of the company's employees or anyone resident at a home managed by the company. If any such relationship exists, please give the name(s) of the person(s) concerned and the nature of the relationship(s). We stress that this information will be treated in the strictest confidence and will be used and discussed only by the company's management in assessing your job application.

**Please detail:**

Please state when you would be available to commence employment

If you have any holidays booked please give dates

Do you hold a current driving licence? Yes  No  If so, any endorsements? Yes  No

Are you a member of a Trade Union? Yes  No

**References** All offers of employment are subject to two satisfactory references. Please give below the details of two referees, one must be your current employer and the other should be a previous employer. Please provide us with business addresses and contact numbers, not private.

Name	<input type="text"/>	
Job Title	<input type="text"/>	
Company Name	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Tel No	<input type="text"/>	
Email (essential)	<input type="text"/>	
Relationship to you	<input type="text"/>	
Can we contact at this stage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, when	<input type="text"/>	

Name	<input type="text"/>	
Job Title	<input type="text"/>	
Company Name	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Tel No	<input type="text"/>	
Email (essential)	<input type="text"/>	
Relationship to you	<input type="text"/>	
Can we contact at this stage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, when	<input type="text"/>	

## Rehabilitation of Offenders Act 1974

Due to the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and (Exceptions) (Amendments) Order 1986. You are therefore not entitled to withhold any information about convictions/bind overs/cautions/reprimands or warnings including those which for other purposes are 'spent' under the provisions of the act.

On successful application, in accordance with The Police Act 1997 (Part V), Enhanced Disclosure, you will be required to give written permission for a police check to be made for any record of any convictions/bind overs/cautions/reprimands or warnings. Any failure to disclose these may disqualify you from employment or may result in summary dismissal by Broadham Care once employment has commenced.

**Do you have any convictions/bind overs/cautions/reprimands or warnings?** Yes  No

You will not necessarily be barred from employment if you have a criminal record. Broadham Care management will consider the individual circumstances in line with Broadham Care's Recruitment Policy

**Are you or have you ever been any of the following?** Yes  No

\* the subject of any police investigation and/or prosecution in the UK or any other country?

\* subject to investigation or proceedings by any body having regulatory function in relation to health/social care?

**If you have answered YES to either of the above please provide details :-**

**Have you been subject to the disciplinary procedure?** Yes  No

If yes, what was the outcome of this?

**DATA PROTECTION ACT 1998** - The information on this form and associated forms will be used as follows:

\* Copied to interviewing panel and accessed by relevant Senior Management, Home Manager and Human Resources

\* Used for ethnic and gender monitoring

\* In the case of non appointment it will be retained for a period not exceeding twelve months

\* If appointed the information contained on this form will be placed on the Human Resources database and will be accessed by Senior Management, the Home Manager, Human Resources and Payroll Department only.

\* By signing this form you are agreeing to these arrangements. You will also have given consent to Broadham Care to retain information regarding gender, racial or ethnic origin, religious beliefs and physical health.

---

### Declaration

**I understand that appointment is subject to the information on this form being correct and I declare this to be the case. If any statement given is false or misleading I understand that this will lead to dismissal.**

Signed

Date

## **Broadham Care Equal Opportunities Policy**

Broadham Care is committed to the central role of Equal Opportunities to ensure that no employee, resident or prospective employee receives less favourable treatment on the grounds of disability, race, religion, spiritual beliefs, colour, nationality, ethnic or national origins, gender, sexual preference or marital status. It opposes all forms of direct and indirect discrimination. No person should be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

\* Broadham Care will implement policies that promote equality of opportunity and prevent discrimination. These policies are to be available to all relevant bodies: clients, purchasers and to all staff that they employ.

\* Broadham Care seek to comply fully with all anti-discriminatory legislation including the Disability Discrimination Act 1995, the Human Rights Act 1998, the Race Relations Act 1976, Equal Pay Act 1970 (updated 1983), Sex Discrimination Act 1975 (updated 1986), as well as the various codes of practice dealing with the elimination of discrimination and the promotion of equal opportunities.

\* Broadham Care will review, monitor and evaluate all Policies, Procedures and practices both in service delivery, employment and in resources allocation from an equalities perspective to ensure they conform with this policy.

**Employment of Staff** Broadham Care recognise that staff are their major asset and will strive to ensure that every job applicant or employee is treated fairly in all matters, regardless of their race, colour, nationality, ethnic or national origins, gender, marital status, disability, age or sexuality.

The operation of recruitment training, selection, promotion, pay and career management policies will be based solely on objective and job related criteria. Recruitment literature will not intimate that there is a preference for one group of applicants unless there is an actual occupational qualification that restricts a position to a specific sex, in which case this would be cited.

Procedures within the organisation are regularly reviewed to ensure that individuals are selected on the basis of their relevant merits and abilities for the position in question. All employees are therefore given equality of opportunity. Likewise, all employees are expected to act in their work in accordance with this policy. Any failure to do so would result in disciplinary proceedings.

It is important that staff guard against discrimination on the basis of unacceptable pre-conceptions or possible assumptions that individuals might possess characteristics which make them unsuitable.

**General** In the exercise of Broadham Care's affairs, individual employees are responsible for ensuring that their own demeanour is congruent with this Equal Opportunities Policy. This means they must not i) encourage other employees to practice discrimination; ii) discriminate against individuals who have made accusations in relation to Broadham Care's grievance procedure.

Grievances regarding discrimination will be considered in relation to Broadham Care's grievance procedure.

The implementations of the Equal Opportunities Policy will be regularly monitored and the Policy reviewed and revised in order to ensure that it is fit for the purpose for which it is intended.

Complaints of discrimination will be treated seriously. Broadham Care will take corrective action, including disciplinary action, against members of staff in breach of this policy, where the policy has been abused or ignored.

Regional Service Managers and Home Managers have the responsibility to fully familiarise themselves with this policy and ensure that it is distributed and understood by all staff. Managers are further responsible for ensuring that they progress the policy and that staff actively implement the policy and its provisions.

You must acquaint yourself with and abide by all and each of the issues current for the time being of the Company's Equal Opportunities Policy. The Company revises all such policy and procedural documents on a regular basis responding to changes in contemporary care practice, the needs of the Company and the needs to ensure continued efficiency. The responsibility to maintain awareness of and act upon on-going revision of such documents remains wholly that of the individual staff member. Although these various statements and procedures are not formally expressed terms of your Contract of Employment, compliance is regarded as important by the Company and failure to abide by the same may lead to disciplinary action.