

**Please return this form to:**  
[Rachael.bulpitt@chrysaliscare.org](mailto:Rachael.bulpitt@chrysaliscare.org)

**Or:**

**Rachael Bulpitt**

**Chrysalis Care, 23c Horseshoe Park, Horseshoe Road, Pangbourne, RG8 7JW.**

**APPLICATION FOR EMPLOYMENT**

The information provided on this application form will remain confidential and will be used for the purpose of selection/recruitment. Where the application is successful the company may, from time to time thereafter, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing, whether by means of a computer or otherwise, will take place in accordance with the provisions of the Data Protection Acts 1984 and 1998. By signing this form you will be providing the company with your consent to these uses. On completion please return this form to:

Name:

Position:

Address:

**POSITION APPLIED FOR: Care Worker or Registered Nurse**

**(IF A REGISTERED NURSE PLEASE STATE REGISTRATION NUMBER)**

**PERSONAL DETAILS**

Title (Mr/Mrs/Miss/Ms):

Surname/family name:

Forenames:

Address:

Postcode:

Email:

Daytime tel. no.:

Work: Home:

Evening tel. no.:

Work: Home:

(NB: Calls to work numbers will be made discreetly)

N.I. no.:

If the job requires it: (Tick as appropriate)

1 Will you relocate?

Yes

No

2 Travel?

Yes

No

3 Work overtime?

Yes

No

4 Work shifts or other flexible working arrangement?

Yes

No

Start

<p>If the post you are applying for is part time please indicate the times of day you would prefer to work</p> <p>If offered the post, what date could you commence?</p>	finish			
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**HEALTH**

Please give details of any health/disability problem(s) that may be relevant to the position specified above. Such information is requested so that any reasonable adjustments to the work involved may be considered.

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**EDUCATION\***

(List details of GCSEs, GNVQs, A levels and Degrees, etc.)

Secondary school/ College/University/etc	From – To	Qualifications obtained	Subjects	Grades

**WORK-RELATED SKILLS\***

(Please detail all N/SVQ certificates, diplomas, etc you have obtained that are job related. Include details of licences you hold (eg fork-lift trucks, etc). Please specify when awarded, organising body and grades.

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**OTHER SKILLS\***

Please provide details of any other skills you have that you consider may be relevant to the job for which you have applied (please indicate level of competence).

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\*Note: The company will require sight of original certificates for all qualifications claimed.

<b>PRESENT (LAST) EMPLOYMENT DETAILS</b>				
Name of employer (and location):				
Nature of business:				
Your job title:				
Brief details as to the nature of your work. Include details of responsibilities (and achievements, if relevant).				
Full-time/part-time:				
Date joined company:				
Date appointed to present (last) job:				
Salary/wage (current or on leaving):				
Notice required:				
Date left, and reason (if applicable):				
<b>PREVIOUS EMPLOYMENT</b>				
(Please include service with armed forces)				
Employer's name(s)	Your job title	Type of business	From – To month & year	Reason for leaving

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<b>REFERENCES</b>			
<p>All appointments are subject to the receipt of satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries may be made. These should preferably be:</p> <p>1 Your supervisor/manager or his/her superior in your current (last) job <b>AND</b>  2 A similar individual from a previous employment.</p> <p>If without two previous jobs (or unable to do this) please provide – as appropriate – the names of two school or personal referees (though not ones who are related to you).</p>			
1 Name:		2 Name:	
Position:		Position:	
Company:		Company:	
Address:		Address:	
Email:		Email:	
Contact tel. no.:		Contact tel. no.:	
<p>Please indicate how these individuals know you and how they know about your work abilities, etc (eg state whether they are your current supervisor, manager, etc).</p>			
1		2	
<p>Please state whether we may approach these referees at any time or only after an offer of employment has been made: (tick as appropriate)</p>			
At any time:		Only after offer:	
<b>OTHER INFORMATION</b>			
Are you currently eligible for employment in the UK?		Yes	No
<p>Please state what documentation you can provide in order to demonstrate this (eg British passport/birth certificate/European Economic Area identity card/travel document showing an authorisation to reside and work in the UK, etc).</p>			
<p>Please indicate your willingness to undertake the following:</p>			
Would you look after a couple?		Yes/No	
Would you object to being in a smoking household?		Yes/No	

Do you mind household animals?	Yes/No
Are you happy to undertake all aspects of personal care?	Yes/No
Are you able to look after disabled or bedridden patients?	Yes/No
Do you have any special experience with Mental illness (eg .Alzheimers)	Yes/No
Would you object to being in an isolated rural house?	Yes/No
Are you happy to undertake light housework duties?	Yes/No
How would you rate your cooking ability?	

Are you interested in Live-in Care or Day Care?

Why do you want to be a carer?

When would you be available?

And for how long?

List your hobbies:

<b>OTHER INFORMATION continued</b>				
How/where did you learn of this vacancy?				
Have you made an application to the company before?	Yes		No	
If yes, please give details.				
Please indicate why you are applying for this post. Describe aspects of your experience and accomplishments that you feel are relevant to this post.				
<p><i>Note: The company reserves the right, at any time, to check on any experience, achievements, qualifications and skills claimed by you either on this application form, in any accompanying or subsequent correspondence, or at interview. By signing this form you will be providing us with your agreement for us to proceed with this course of action and confirming that you will not unreasonably refuse to sign a suitably worded information release form that will allow such an investigation to take place.</i></p> <p style="text-align: center;"><i>Disclosure &amp; Barring Service:</i></p> <p><i>The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.</i></p>				
<b>DECLARATION</b>				
I declare that to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to satisfactory references and a probationary period and (if the company believes it appropriate) a satisfactory medical report.				
Signed		Date		





## EQUAL OPPORTUNITIES POLICY

**Chrysalis Care** is committed to providing equality of opportunity in employment, and in order to help us ensure our policy is being carried out it would help if you could complete the following details. Any information you provide will be used for no other purpose than as stated above and will be treated as confidential. You are not obliged to provide this information.

I would describe my ethnic origin as (please tick):

Asian (Indian sub-continent)	
African	
Afro-Caribbean	
Black Other (please specify)	
Polynesian	
Asian (China/S.E. Asia/etc)	
European	
Other (please specify)	

Date of birth	
Sex (male/female)	

Are you disabled?	Yes		No	
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If yes, please give brief details of your disability and any special access/mobility needs.

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