



## HARIDOL CARE SERVICES LIMITED

# Application Pack

Thank you for your interest in applying for the post of Care Worker for **Haridol Care Services Limited**

### Application Checklist

Document	Completed / Notes
Application Form	
Contract of Employment	
Equal Opportunities and a 48-hour opt-out policy	
Job description	
Right-to-work evidence- Passport / Visa (up to 3 months old)	
2 x Identification documents	
Proof of National insurance number	
P45/P46	
DBS application and fee or Portable DBS	
Copies of qualifications and education certificates	
Up-to-date CV	
Moving & Handling Training Certificate	



## HARIDOL CARE SERVICES LIMITED

First Aid/Basic Life Support Training Certificate	
Health & Safety Training Certificate	
Infection Control Training Certificate	
Safeguarding Vulnerable Adults Training Certificate	
GDPR Training	
Medication Training Certificate	
Care Certificate	
Common Induction Standards/NVQ Level 2+ or equivalent	
Other Training Certificates ( Please Specify)	

We very much look forward to you joining **Haridol Care Services Limited**.

Kind regards

Recruitment Team



# HARIDOL CARE SERVICES LIMITED

<b>OFFICE USE ONLY</b>	Please place the photograph here
Name of interviewer	
Interview date	
Interview time	
Criteria met/not met & why	

Personal details				Contact details	
Full name				Address	
Date of birth				Telephone evening	
Male / Female				Mobile telephone	
Student	Yes		No	Email address	
Right to work details					
Nationality				Passport number	
Do you have the right to work in the UK	Yes		No	National Insurance Number	
Visa Type (where applicable)					
Visa Expiry Date					



## HARIDOL CARE SERVICES LIMITED

Details of any additional skills			
Do you have a full driving licence to drive in the UK?			
Use of a car?			
Expiry date of licence?			
Do you have any current endorsements?			
Are you fluent in any languages other than English? If so, please give details.			
Emergency contact details			
Please provide details of a person we can contact in an emergency			
Name	Relationship to you	Telephone number	Address



# HARIDOL CARE SERVICES LIMITED

Education				
Please give details of all school, college and university qualifications. Please continue on a separate sheet if necessary				
Name & Address of the Establishment	Attended from	Attended to	Name of Qualification (s)	Grade
Professional qualifications				
Please list any professional qualifications you have obtained in any field including NVQs or equivalent. Please continue on a separate sheet if necessary.				
Qualification	Date completed	Content of qualification	Organisation issuing qualification	



# HARIDOL CARE SERVICES LIMITED


## Training

Please list any Care related training you have received.  
Please continue a separate sheet if necessary

Training title	Date completed	Content of course	Organisation providing the training

## Employment history

Please give your full employment history including voluntary employment for the last up to 15 years. Please continue on a separate sheet if necessary.



## HARIDOL CARE SERVICES LIMITED

Name and address of organisation	Date employed from	Date employed to	Grade, title and description of your role	Reason for leaving

If you have any gaps longer than 1 month in your employment history, please explain below.

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# HARIDOL CARE SERVICES LIMITED

## Consent

I give permission for Haridol Care Services Limited to contact my previous employer or any other appropriate person to obtain information relating to my previous employment

Yes

No

Date

Applicant Full Name

Applicant Signature



# HARIDOL CARE SERVICES LIMITED

## References

Please give details of three people /organisations we can contact for references. Please ensure at least one of the references is from your last/current employer or education institution, if you have recently left education.

Name of referee		Position in company	
Address of organisation including postcode			
Telephone number			
Email address			

Name of referee		Position in company	
Address of organisation including postcode			
Telephone number			
Email address			

Name of referee		Position in company	
Address of organisation including postcode			
Telephone number			



# HARIDOL CARE SERVICES LIMITED

Email address	
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## Bank Details

Sort Code:

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Account Number:

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Account Name:

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Address Of Bank:

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## Starter Declaration

Please circle **ONE** of the following statements

- A. First job since the start of tax year
- B. Currently only job
- C. Have another job or pension
- D. I have my own limited company certificate and account

I confirm that the information provide above is complete and accurate and that I am fully liable for any errors resulting in late payment into my account.

SIGNED:-----

DATED: -----



# HARIDOL CARE SERVICES LIMITED

## **PAYROLL PROCESS**

- Everyone must use our Electronic Call Monitoring System so that your timesheet can be processed effectively. If you are not using this system for any reason, please speak to your manager, in this situation you need to produce ONE timesheet per client
- Your timesheets must clearly show the hours worked and all breaks you have taken
- Client name must be on top of the timesheet and **MUST** be signed
- You must leave a copy of the timesheet with the client



# HARIDOL CARE SERVICES LIMITED

## Declaration of Application

I confirm that all the information I have provided on this application form is correct to the best of my knowledge. I understand that my information will be stored electronically in line with the Data Protection Act 1988. I understand that from time to time **Haridol Care Services Limited** may be required to share the information contained in this application with government departments.

I understand that the offer of employment is conditional on the following:

- The satisfactory completion of Disclosure and Barring Service (DBS, formerly known as CRB) checks. Please see the guidance note below for what ID is required.
- Your being in possession of the necessary documents to live and work in the UK. You must show the Company your passport (and we will retain a copy). If you do not hold either a British passport, a passport from a country within the European Economic Area (EEA) or a passport from a non-EEA country which gives you the right to work in the UK, the Company will need to see one or more additional documents to verify your right to work in the UK.
- The satisfactory completion of the reference checks performed **by Haridol Care Services Limited**

The offer will be withdrawn or if you have commenced employment, your contract will be terminated with immediate effect, if any of the above conditions are not met or are found to have been falsified.

Print name

**Date:**

.....

.....

Signature

**Date:**

.....

.....



# HARIDOL CARE SERVICES LIMITED

## Disclosure and Barring Service (DBS) Application Information

**Haridol Care Services Limited** is required to undertake a reference check, a DBS check and validation of your right to work in the UK. You will be required to pay a fee in relation to your DBS check.

DBS Check (formally CRB)				
<p>The position that you have applied for is considered to be exempt from the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act exceptions order 1975. You are therefore required to disclose all convictions, including those that would otherwise be recognised as 'spent'. The information given below will be treated in the strictest confidence and only taken into account where, in the reasonable opinion of <b>Haridol Care Services Limited</b>, the offence is relevant to the position you have applied for.</p>				
Have you ever been convicted, cautioned or reprimanded or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as Amended in 2013)?	Yes		No	
Do you have any court appearances pending or are you currently under investigation for any alleged offence?				
Are you currently recorded on the SOVA list?				
Are you currently recorded on the POCA list?				
Please provide details if you have answered Yes to any of the above questions:				



# HARIDOL CARE SERVICES LIMITED

Declaration of criminal background check		
<p>I understand that failure to disclose information relevant to this position will result in my being dismissed from <b>Haridol Care Services Limited</b> employment. I also understand that I must declare any changes, criminal allegations or convictions that may arise in the future, within 24 hrs of being made aware of them.</p>		
Signed	Print name	Date



# HARIDOL CARE SERVICES LIMITED

## Other Information