

Great Britannia Care  
 Po Box 126  
 Alnwick  
 Northumberland  
 NE66 9EG  
 Tel (01665) 798951



## Great Britannia Care Ltd.

### APPLICATION FORM – CARE STAFF

Title	Surname	Forename(s)	Previous Surname

Address		Photograph Please bring to interview	
Landline		Date of Birth	
Mobile		Nationality	

**Employment History** *(please use reverse side if more space required)*

From	To	Position	Employers Name & Address	Reason for Leaving

**Next of Kin** *(these details are required for emergency use only)*



emergency situation. If there is any doubt, you may be required to provide a medical report for you G.P.

Note: Your G.P. can only be contacted with your prior permission

Do you suffer from any of the below: *(please tick)*

Back Problems	
Dermatitis or any allergies	
Have you any reason to believe that you may have or been exposed to any communicable disease?	
Have you undergone surgery?	
Suffer with heart problems or raised blood pressure	
Mental Health Issues: Anxiety, depression, self harm etc.	
Tuberculosis or any chest infections/complaints?	
Are you taking any medication?	
Any medical conditions not listed above?	

**Immunisation Status**

*All staff are strongly advised to contact their G.P. or practice nurse for advice regarding their immunisation requirements as recommended by the Department of Health.*

	Date Received (if applicable)
Rubella	
Chickenpox	
Poliomyelitis	
TB Heaf Test	
Tetanus	
Hepatitis B	

**Details of your General Practitioner**

Doctors Name	
Contact Number	
Address	

**Transport Details** (please tick all those that apply)

How do you intend to travel to assignments?	<b>Car*</b>		<b>Public</b>		<b>Other</b>	
---	-------------	--	---------------	--	--------------	--

*\*You are advised to check that your car insurance covers you for work*

### **Passport and Work Permit Details**

Passport Nationality	
Passport Number	
Place of Issue	
Passport Issue Date	
Passport Expiry Date	

If you have a work permit please fill in the following details.

Work Permit Expiry Date	
Restrictions (if any)	

### **Equal Opportunities Policy**

Great Britannia Care Ltd are committed to a policy of equal opportunities for all and shall adhere to such a policy at all times and will review on an on-going basis all aspects of recruitment to avoid unlawful or undesirable discrimination.

Great Britannia Care Ltd will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, religion, ethnic or national origin and places an obligation upon all staff including Nurses and Care Workers representing Great Britannia Care Ltd to respect and adhere to this policy.

Great Britannia Care Ltd will not accept instructions from clients who indicate an intention to discriminate unlawfully.

Overseas applicants must produce evidence of eligibility to work in the UK.

If for any reason you are unsure about any aspect of the above requirements you are advised to contact a member of Great Britannia Care Ltd on 01665798951 or 07779466255.

### **Rehabilitation of Offenders Act 1994**

By virtue of the Rehabilitation of Offenders Act 1994 (Exemptions) (Amendments) Order 1986, the provisions of sections 4.2 of the rehabilitation of Offenders Act 1974 do not apply to any employment which is concerned with the provisions of health services and which is of such kind as to enable the holder to have access to persons in receipt of such services in the course of his/her normal duties. You must inform Great Britannia Care Ltd if at any time during your employment you are convicted of a criminal offence.

Have you ever been convicted of a criminal offence? Yes / No

*If yes, please give further details on a separate sheet*

Did you enclose a separate sheet? Yes / No

**Note: You will be required to apply for an Enhanced Disclosure with the DBS (Criminal Records Bureau)**

## **References**

Provide the name, position and contact details of two references. These must be your present or most recent employer, including agency employers, but cannot include friends or family.

Can we apply for your references prior to your interview? Yes / No

### **Reference one**

Name	
Address	
Position	
Telephone	

<b>For Office Use</b>	
Date sent	
Date Received	
Referee Confirmed	

### **Reference two**

Name	
Address	
Position	
Telephone	

<b>For Office Use</b>	
Date sent	
Date Received	
Referee Confirmed	

## **Bank Details**

Name of Bank	
Address	
Account Name	
Account Number	
Sort Code	
National Insurance No	
P45 (if main employment)	
P46 (if not main employment)	
Other	

### **Working Time Directive**

I agree to opt out of the 48 hour working week limitation as held by the Working Time Directive 1998. I understand that I may end this agreement at any time by giving two weeks notice in writing to Great Britannia Care Ltd.

I agree to comply with the above statement:

Signed:	Date:
---------	-------

### **Confidentiality**

You are required to safeguard the privacy of all service users including fellow co-workers. Any information which becomes accessible during your association with Great Britannia Care Ltd must not be disclosed to anyone other than those involved in the protection of vulnerable clients. All documents issued by Great Britannia Care Ltd remain the property of Great Britannia Care Ltd and must not be disclosed to any third party. Breach of confidentiality will be viewed as serious misconduct and may result in the termination and offer of any future assignments.

I agree to comply with the above statement:

Signed:	Date:
---------	-------

### **Next Steps**

Once the reference details have been completed please return the form as soon as possible. You can return the form via email (info@greatbritcare.co.uk) or post (address to: GBCare Applications, Po Box 126, Alnwick, Northumberland, NE66 9EG). Following satisfactory application and references, a member of our team will contact you to arrange an interview. We aim to process your application on receipt and will endeavour to keep you informed of its progress.

When you arrive at your interview you will be required to present:

- Marriage Certificate
- Passport
- Birth Certificate
- Certificates
- Driving Licence
- Utility Bill
- P45 or P60
- Two passport size photographs