

Vestacare application for employment

**Section One: Job details**

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| --- | --- |
| Job Title: |  |
| Job reference: |  |
| Job location: |  |

**Section Two: Personal details**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Address: |  | |
| Postcode: |  | |
| Contact: | Home telephone: |  |
| Mobile: |  |
| Email address:  *(* ***REQUIRED*** *- For speed, all written communication will be sent via email)* |  |
| Where did you find the job vacancy? |  | |
| Do you hold a current, valid UK driving license? | Yes  No  If yes, what type?  Any current endorsements?  Any motoring prosecutions pending? | |
| If you obtained this position, would you continue in any other employment? | | Yes  No |
| Do we need to make any disability-related adjustments to allow you to take part in the recruitment process? If yes, please give details. | | Yes  No |
| Are you entitled to enter or remain in the UK and undertake the work in question? | | Yes  No |

**Section Three: Eligibility to work in the UK**

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| --- | --- | --- | --- |
| Do you require a visa to work in the UK? | Yes  No | | |
| If required, do you hold a valid visa? | Yes  No | Expiry date : |  |
| If yes, please state the type of visa? |  | | |
| **Question asked under the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014**  Do you have any physical or mental health conditions which are relevant to your capability, after reasonable adjustments are made, to properly perform the tasks which are intrinsic to this employment? Yes/No If yes, give details: | | | |

**Section Four: Employment history**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Current or most recent employer: |  | | | | | | |
| Dates employed: | From: |  | | To: | |  | |
| Position(s) held: |  | |  | | | | |
| Brief description of duties and responsibilities: | | | | | | | |
| Reason for leaving: |  | | | | Salary: | |  |
| Period of Notice: |  | |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Previous employer: |  | | | | | | |
| Position(s) held: |  | | | |  | | |
| Dates Employed: | From: |  | To: |  |  | | |
| Brief description of duties and responsibilities: | | | | | | | |
| Reason for leaving: |  | | | | | Salary: |  |

**Other employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Position held | Dates Employed | Reason for Leaving |
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| Additional information about any gaps in career history |
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**Section Five: Education History**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| College/University name: |  | | | | | | | | |
| Dates attended: | From: | |  | | | To: | |  | |
| Qualifications (grades) | | | | | | | | | |
|  | | | | | | | | | |
| Higher education/High school: | |  | | | | | | | |
| Dates attended: | | From: | |  | | | To: | |  |
| Qualifications (grade/class) | | | | | | | | | |
| *Subject/ Award* | | | | | *Grade/Qualification* | | | | |
| Relevant training courses and professional qualifications | | | | | | | | | |
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**Section Six: Demonstration of your suitability for the role**

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| At Vestacare we have an ongoing commitment to include our service users in all aspects of decision making. Please write a short biography about yourself below (including likes/personaility/interests) that we can present to our service users as part of our selction process |
|  |

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| Please indicate briefly why you are applying for this job. You should highlight here any particular skills and previous experience you have that you feel makes you a strong candidate. When doing so, you should remind yourself of the key knowledge and skills required for the post and the core values of Vestacare (If you have a cover letter then please attach/add it here).  The vestacare five core values of “Dedication, Support, Loyalty, Respect and Trust” should be included in your answer. |
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**Section Seven: Privacy notice**

We process personal data relating to those we employ to work as, or are otherwise engaged to work as, part of our workforce. We do this for employment purposes, to assist in the running of the business and/or to enable individuals to be paid.

The personal data we process may include, but may not be limited to, the following:

* data relating to your identity (including name, data of birth, gender, photographs, passport, National Insurance Number, immigration status, marital status, dependents),
* contact details (business and home address, telephone numbers, email addresses, emergency contact details),
* employment details (position, office location, terms of employment, performance and disciplinary records, sickness and holidays),
* background information (CV, previous experience, qualifications and certifications, criminal records check (for vetting purposes, where permissible and in accordance with applicable law),
* financial information (bank details, tax information, salary, benefits, expenses),
* IT information – information related to your access to our systems (login details, IP addresses, log files, access/times/durations of use, location).

The collection of this information will benefit us by:

* improving the management of workforce data across the business,
* enabling development of a comprehensive picture of the workforce and how it is deployed,
* informing the development of recruitment and retention policies,
* allowing better financial modelling and planning,
* ensuring compliance with our policies and procedures and our legal obligations,
* enabling monitoring of selected protected characteristics.

We will not share information about you with third parties without your consent unless the law allows or requires us to do so.

Under the data protection legislation you have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress,
* prevent processing for the purpose of direct marketing,
* object to decisions being taken by automated means,
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed,
* claim compensation for damages caused by a breach of the data protection legislation.

If you would like to find out more about our data retention policy and how we use your personal data, or if you want to see a copy of the information about you that we hold, please contact your designated Line Manager.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

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| **EQUAL OPPORTUNITIES MONITORING FORM** |
| It is Vestacare’s policy to ensure all appointments are made on merit, and that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason). Please **COMPLETE THIS SECTION OF THE APPLICATION FORM.** This part of the form will not be seen by those involved in the selection process. |

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| **Application Details** |
| **Post title:** |
| **How did you find out about this job?** |
| **Asylum & Immigration Act 1996. Eligibility to work in the UK:**  Current Legislation states that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof of entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.   |  |  |  | | --- | --- | --- | |  | **YES** | **NO** | | Do you have entitlement to work in the UK? |  |  | | If **YES**, do you have a current valid work permit? |  |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | | | | |
| Surname: | | | | | Title: | | | | |
| Forename(s): | | | | | Gender: Male Female | | | | |
| Date of Birth: | | | | |  | | | | |
| **Ethnic Origin:** | | | | | | | | | |
| Asian or Asian Black | | Black or Black  British | | Chinese | | Mixed | | White | |
| Indian |  | Caribbean |  | Chinese |  | White & Black Caribbean |  | British |  |
| Pakistani |  | African |  | Other |  | White & Asian |  | Irish |  |
| Bangladeshi |  | Other |  |  |  | White & Black |  | Other |  |
| Other |  |  |  |  |  | Other |  |  |  |

**Section Seven: References**

Please provide full contact details of two work related referees, one of whom must be your current employer, or if not currently employed, your most recent employer. References will only be taken up for successful candidates and will not be contacted until a verbal conditional offer of employment has been made. All offers of employment are conditional and subject to references satisfactory to Vestacare and pre-employment checks, including Disclosure and Barring service (DBS).

**It is vital that an email address is supplied in order the facilitate the processing of a reference request.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Referee One*** | |  | ***Referee Two*** | | |
| Title and Name: | |  | Title and name: | | |
| Position/Job: | |  | Position/Job: |  | |
| Address: | |  | Address: |  | |
| Working Relationship: | | | Working Relationship: | | |
| Daytime Telephone: |  | | Daytime Telephone: | |  |
| **Email:** |  | | **Email:** | |  |
| May we contact this referee once a verbal conditional offer of employment is made? Yes  No | | | May we contact this referee once a verbal conditional offer of employment is made? Yes  No | | | |

**Section Eight: Further information and Declaration**

If you are applying for a role at Vestacare, your offer of employment will be subject to a disclosure from the Disclosure and Barring service (DBS) that Vestacare deem to be satisfactory. Please tick the box below to confirm your consent to an Enhanced Level DBS check. You must understand that failure to reveal information that is directly relevant to the position will lead to the withdrawal of the conditional offer of employment or subsequent dismissal at a later date.

|  |  |
| --- | --- |
| I consent to an Enhanced level DBS disclosure: | (*Plese tick here)* |

## Data Protection: We take our obligations under data protection legislation seriously: these require us to explain how the data you have provided on this form, and how other personal data created in connection with your application, may be used. Any data about you will be held in secure conditions, with access restricted to those who need it in connection with your application and selection. Personal data relating to your application will be kept in secure conditions for up to one year if you are unsuccessful. We will be unable to process your application unless we can use your personal data in the ways described above. Please sign below to confirm that you give your consent to the use of your personal data in the ways described above.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**Declaration**

**I declare that, to the best of my knowledge and belief, the information provided in this Application Form is correct.**

Please note, that should any information provided in the application form be found to be false, should there be any wilful omission or suppression of information directly relevant to the position, or failure to conform to any of Vestacare policies, this may lead to the withdrawal of the offer of employment, or the subsequent termination of your employment.

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |

Thank you for taking the time to complete this Application Form.