



Gemcare South West
Support as you want it

Gemcare South West welcomes and encourages job applications from all sections of the local, national and international community. We will select the best candidates solely on the basis of merit and ability to do the job. We will aim to provide genuine equality of opportunity regardless of gender, sexuality, race, colour, disability, age, ethnic or national origin. Gemcare South West works to protect Vulnerable Adults and Children and those seeking work will be checked and assessed regarding their suitability.

JOB APPLICATION FORM

Gemcare South West Limited
63 Haddington Road
Stoke
Plymouth
PL2 1RW
01752 967221

The recruitment process within this organisation has a minimum of two stages.

The completion of this application form is part of stage one. This application will be reviewed and a decision made as to whether to proceed to stage two, the interview, based on this information.

PLEASE COMPLETE FULLY AND IN CAPITALS.

Position applied for:	
Approx. no. of hours wanted	
Full-time / part-time (please circle which you want to work)	Days/ Nights/Mornings/Afternoons/Evenings/Weekends only (please circle which you are able to work)
Surname:	First name(s):
Previous surnames (Supply documentary evidence e.g. marriage certificate, deed of name change etc. needed):	Name From _____ To _____ Name From _____ To _____
Current address:	Post code:
Moved to this address on which date, including month:	From Month _____ Year _____ To Month _____ Year _____
Previous address For DBS check purposes, addresses covering five years to be supplied. If necessary, use another sheet of paper.	Post code: From Month _____ Year _____ To Month _____ Year _____

Registered Office
 31 Dashwood Avenue
 High Wycombe
 Bucks HP12 3DT

Registered in England and Wales No. 8611694

Managing Director Gill Jenkins RMA, Operations Esther Putt BSc, DipHsw, Dip Counselling, Cert. Management,
 Finance Roger Putt BSc ACSM, MPhil Learning & Development, MA Leadership Studies



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Telephone number (home):	Telephone number (work - <i>will be used with discretion</i>):
Own Transport (Yes/No): How long has your license been held? Are you suitably insured to use your vehicle in our employment, (business use)? It is our policy to check that you have business insurance and that you have breakdown cover.	Clean current driving license: Endorsements:
Details:	

EDUCATION

School/College/University	Examinations Passed/Qualifications gained
	<i>Please supply copies of certificates</i>

TRAINING HISTORY/PROFESSIONAL STATUS

Date of Graduation/Qualification	Location/Details	Notes
	<i>(Please supply copies of certificates/membership details)</i>	

SHORT COURSES ATTENDED

Subjects	Location

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EMPLOYMENT HISTORY

Current/most recent first. Information must cover the whole of your working life to date. State the reasons for any breaks in employment. Use a separate attached sheet if required; please sign that sheet(s).

Name and address of your most recent/last employer:	
Date employed:	
Nature of business:	
Position held and reason for leaving:	
Salary / Rate:	
Name and address of Employer prior to the employer listed above:	
Date employed:	
Nature of business:	
Position held and reason for leaving:	
Salary / Rate:	

Please give details of relevant experience. This may be taken from the work situation, voluntary work, charity or your own home. Please use separate sheet if insufficient space is available'

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ASSISTANCE WITH INTERVIEW AND ASSESSMENT

Do you require us to make any special arrangements in order for you to participate in the recruitment process? For example, large print forms? Or additional time to complete forms?

Yes / No

If yes, please give details:

NEXT OF KIN

Full name:

Relationship:

Tel no:

Address:

IDENTITY DETAILS

National Insurance Number:

CAPACITY TO WORK IN THE UK

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes / No (*delete as appropriate*)

If yes, please provide details.

If you are successful in the application, would you require a work permit prior to taking up employment?

Yes / No (*delete as appropriate*)

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CRIMINAL RECORD

Employees are subject to the Health and Social Care Act 2008, and will be subject to a Police Record Check through the DBS. Please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warnings and cautions. You will not be eligible for work in a care setting if you are on the DBS Register(s).

Please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warnings and cautions in the space provided below.

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SIGNATURE and DECLARATION – IMPORTANT – READ BEFORE SIGNING

I declare that to the best of my knowledge and belief the information given by me in this application is true, and I understand that the above information forms the basis of my contract of employment. I understand that if any of the information supplied by me is found to be falsely declared, my contract may have been fundamentally breached and my employment may be terminated immediately.

I understand that I cannot be offered a post until a satisfactory response has been received with respect to my DBS Register status, and that should I subsequently be offered a post, that offer will be subject to receipt of two satisfactory references, one of which should be from my previous employer, and that confirmation of the employment will be subject to a satisfactory criminal record check from the DBS.

I understand that until a satisfactory response is received from the DBS, and my employment is confirmed, I will be supervised at all times at work, and will not seek or have unsupervised access to vulnerable people. By my signature, I authorise the organisation to request a DBS Register check and a criminal records check from the DBS, on initial employment and at any time during my employment thereafter. I undertake to inform my employer immediately if my DBS Register status or criminal status changes at any time during my employment, such as by being charged with an offence (other than motoring offences), the administering of a warning, criminal conviction, referral to any register of barred care workers, or withdrawal of any registration required by my employment status.

Signed: _____

Date: _____

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REFEREES

You must provide references from your two most recent employers. Please provide an additional character referee from a recognised profession such as Head Teacher, GP, Solicitor, and Bank Manager. Please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.

Current or most recent Employer

Name:	
Address:	
Post code:	
Tel No:	
Job title:	

Previous employer to the one above

Name:	
Address:	
Post code:	
Tel No:	
Job title:	

Character reference (Please do not list family/related references)

Name:	
Address:	
Post code:	
Tel No:	
Profession and Relationship	

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Please Indicate Reason for Applying to Gemcare South West

Please confirm by signature that you were not approached or poached by any Employee of Gemcare South West.

Signature

Please confirm by signature that you understand that termination for any reason, within 3 Months, means the Company reserves the right to recover any Training Costs and DBS Costs.

You also understand that we offer Guaranteed Hours Contracts after a successful period of Probation and subject to the 3 Month Average Worked Hours.

Signature

Reviewed and modified April 2014
Reviewed and modified May 2014
Reviewed and Modified March 2015
Reviewed and Modified April 2015
Reviewed and Modified October 2015

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