

PHOENIX CARE AT HOME LTD.

APPLICATION FOR EMPLOYMENT

Job title:..... Service/Place of work.....

Surname:

Preferred title Mr/Mrs/Miss/Ms/Other.....

First name(s):

Address:

..... Post code:

Home telephone no:

Mobile number:

National Insurance No.....

EDUCATION AND TRAINING

School/College/Training	Dates:	Certificates Awarded

EMPLOYMENT HISTORY

Start with your current or most recent job first, giving details of your employment in the last 10 years. Continue on a separate sheet if necessary.

Employer	Position held	From	To

All gaps in employment history will need to be discussed at interview.

Please give details of why you are interested in this vacancy, giving details of any relevant experience and skills. (Please continue on a separate sheet if necessary)

REFERENCES

Please give details of two referees, which should be your present and previous employers.

Name:	Name:
Title: Mr/Mrs/Miss/Ms (Delete as appropriate)	Title: Mr/Mrs/Miss/Ms (Delete as appropriate)
Position held.....	Position held.....
Company Name and Address:	Company Name and Address:
Tel No:	Tel No:
May we approach them now? YES/NO	May we approach them now? Yes/NO

OTHER INFORMATION

How many days' sickness absence have you had in the last 2 years?.....	
Phoenix Care At Home Ltd. wishes to encourage and assist people with disabilities to obtain appropriate employment. Are you a disabled person? Y/N	
Have you ever been convicted of a criminal offence?	YES/NO
If 'YES' to the above, please give details on a separate sheet.	
As advertised you must hold a full UK driving licence and have access to a suitable vehicle	Driving Licence No.....

Enhanced CRB Checks will be taken up for all new staff

DECLARATION

I certify that, to the best of my belief, the information I have supplied is true and complete. I understand that any false information or failure to disclose health problems or criminal convictions or prosecutions pending, may disqualify me from employment or render me liable to summary dismissal.	
Signature:.....	Date:.....

EQUAL OPPORTUNITIES IN EMPLOYMENT

Phoenix Care At Home's policy is that:

- No job applicant or employee shall receive less favourable treatment because of his or her sex, marital or family status, age, ethnic origin, disability, race, colour, nationality, national origin, creed, sexual orientation, political affiliation, or trade union membership.
- No condition or requirement shall be made of job applicants or employees, which cannot be shown to be justifiable.

We continuously monitor our effectiveness in implementing this policy by:

- Specific monitoring of certain factors: sex, family status, age, ethnic origin and disability.
- Regular review of our policy and practice.

To assist us in implementing our policy:

- Please complete the questionnaire overleaf.
- This questionnaire will be detached from your application form and will not be made available to the short listing and interview panel.
- This information will be held on computer and is subject to the provisions of the Data Protection Act 1985 and 1998.

Thank you for your co-operation

Please answer every question and tick boxes as appropriate

Surname:..... First name(s):.....

Job title/post applied for:.....

Place of work:..... Gender: Female/Male

DISABILITY

Are you a disabled person? YES/NO

Disability is a physical, mental or sensory impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. Phoenix Care At Home Ltd. will make reasonable changes to the workplace and to employment arrangements so that a disabled person is not at any substantial disadvantage compared to non-disabled people.

MARITAL/FAMILY STATUS

Single ☐ Divorced ☐ Married ☐ Other ☐

Date of birth:.....

How did you learn about the vacancy?:.....

WORK AVAILABILITY

Please indicate by ticking the appropriate boxes below, **all** hours you would be **available** to work.

(Please leave **blank** the hours you would **not** be available to work.)

Hours	7.30 - 9.30	9.30 - 11.30	11.30 - 13.30	13.30 - 15.30	15.30 - 17.30	17.30 - 19.30	19.30 - 21.30
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							

EXAMPLE: If you are available Thursday to Sunday from 7.30hrs to 15.30hrs and Monday to Tuesday 11.30hrs to 21.30hrs, **tick**

Hours	7.30- 9.30	9.30- 11.30	11.30- 13.30	13.30- 15.30	15.30- 17.30	17.30- 19.30	19.30- 21.30
MONDAY			✓	✓	✓	✓	✓
TUESDAY			✓	✓	✓	✓	✓
WEDNESDAY							
THURSDAY	✓	✓	✓	✓			
FRIDAY	✓	✓	✓	✓			
SATURDAY	✓	✓	✓	✓			
SUNDAY	✓	✓	✓	✓			

ETHNIC ORIGIN

How would you describe your ethnic origin?

White

- English ☐
- Scottish ☐
- Welsh ☐
- Other, **please write in**..... ☐
- Irish ☐
- Any other White background, **please write in** ☐

Mixed

- White and Black Caribbean ☐
- White and Black African ☐
- White and Asian ☐
- Any other Mixed background, **please write in** ☐

Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh

- Indian ☐
- Pakistani ☐
- Bangladeshi ☐
- Any other background, **please write in**..... ☐

Black, Black British, Black English, Black Scottish, or Black Welsh

- Caribbean ☐
- African ☐
- Any other Black background, **please write in**..... ☐

Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or Other Ethnic Group

- Chinese ☐
- Any other background, **please write in**..... ☐