**APPLICATION FORM for the position of Personal Assistant / Carer**

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| Name: |  | Date of application: | |  | | |
| Email: |  | National Insurance number: | |  | | |
| Telephone number: |  | Mobile number: | |  | | |
| Address: |  | Other contact address / details (e.g. if a student please give home address if appropriate): | | | | |
|  | | | | |
| Please note that key positions are only available to women (this complies with S7(2B) of the Sex Discrimination Act 1975). | | Nationality: |  | | Date of Birth: |  |

(The above is required if you are successful for the accountant)

EDUCATION – please complete the following (starting with the most recent)

|  |  |  |
| --- | --- | --- |
| **DATES** | **EDUCATIONAL ESTABLISHMENTS ATTENDED** | **QUALIFICATIONS GAINED INCLUDING GRADES** |
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| **DATES** | **VOCATIONAL TRAINING** | **QUALIFICATIONS GAINED** |
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**EMPLOYMENT HISTORY (please continue on an additional sheet if required)**

(If you have never or not worked for some time please provide details regarding any community, voluntary or placement undertaken.)

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| **DATES**  **Start/finish** | **EMPLOYER**  **(please include address** | **JOB TITLE please give a brief description** |
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**AVAILABILITY** (please tick all that applies)

(An example of the shift patterns could be: biggest: 22hrs & 2 sleepovers / 10hrs or 7hrs & 1 sleepover (s/o) / 4 - 8 Daytime hours)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please complete as appropriate: | Full Time Work | Part Time Regular Work | | Relief/  occasional work | Other (Please state what you can offer): |  | | | | | |
| Are you seeking? |  |  | |  | Estimate per week: | Hrs: |  | S/o: | |  | |
|  |  |  | |  | Estimate per month: | Hrs: |  | S/o: | |  | |
| *Please tick as appropriate* | | | **YES** |  | | | | | **YES** | | **NO** |
| The most common shift is working through an evening with a sleepover. E.g starting at 18.00 to 18.00 the next day; or 1000-until 1000? Would you be able to work this style of shift? | | |  | Are you available to work during term time? | | | | |  | |  |
| Are you available during vacations? | | | | |  | |  |
| We use a rota pattern, so your days of work may vary weekly. Are you happy to do this? | | |  | Are you available for daytime cover during the week? | | | | |  | |  |
| Are you currently a student? | | |  | Are you available for daytime cover during the weekend? | | | | |  | |  |
| If not a student are you happy to work as and when required? Following a rota but also short notice if someone is sick etc. | | |  | Are you available to offer relief daytime cover but can’t do it regularly? | | | | |  | |  |
| Cover is required weekdays and weekends, please comment if there are any certain days that may be difficult. | | | |  | | | | | | | |
| It is recognised that this job may be taken on as part of a range of personal commitments e.g. studying. Childcare, other jobs etc. Please outline if there are any outside commitments that I need to be aware of? | | | |  | | | | | | | |
| Do you have any access needs due to an impairment/health issue that I need to be aware of? | | | |  | | | | | | | |
| Where did you see the advert? | | | |  | | | | | | | |
| When are you available for interview? (e.g. days & time). The best time to contact you to arrange is? | | | |  | | | | | | | |

**Please indicate yes/no if you are able to assist with the following (some are key aspects of the roles, other elements may be occasionally required from the team)**

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| --- | --- | --- | --- | --- | --- |
| Driving |  | Escorting to visit locally |  | Escorting to other visits e.g London |  |
| Note taking and typing |  | Domestic house/management |  | Personal care and basic health management |  |
| Administration including basic Excel |  | Assistance with dog care |  | Overnight stays away from bath (1-3 nights in a row) |  |

**REFERENCES:**

**(Please supply THREE references, these should not be related to you and your immediate family, and have known you for at least six months).** If you have never worked or have not worked for some time, please give the name of someone who knows about your abilities and can comment on your suitability for the job for which you are applying, e.g. a head teacher or tutor if you have been in full time education, a club or charity organiser if you are involved in charity work.

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| **REF 1: Name:** |  | **Email:** |  | |
| **Professional Position:** |  | **Telephone:** |  | |
| **Relationship to you:** |  | **Length of time they’ve known you:** | |  |
| **Address:** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REF 2: Name:** |  | **Email:** |  | |
| **Professional Position:** |  | **Telephone:** |  | |
| **Relationship to you:** |  | **Length of time they’ve known you:** | |  |
| **Address:** |  | | | |

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| --- | --- | --- | --- | --- |
| **REF 3: Name:** |  | **Email:** |  | |
| **Professional Position:** |  | **Telephone:** |  | |
| **Relationship to you:** |  | **Length of time they’ve known you:** | |  |
| **Address:** |  | | | |

**Disclosure and Barring Service (DBS):**

Due to the nature of the work of which you are applying this position is exempt from provisions of Section4 (2) of the rehabilitation of Offenders Act 1974 (Exemption Order 1975) Applicants are not entitled therefore to withhold information about convictions, which for other purposes are spent under the provision of the Act. Any information given will be completely confidential. Having a criminal record does not necessarily bar you from working with Sarah. For further information visit [www.disclosure.gov.uk](http://www.disclosure.gov.uk) or telephone 0870 9090811.

**Working visa**

You will also require a suitable working visa if your address is outside the UK.

Please tick yes or no in the following fields.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DBS Disclosure** | | YES | NO | **Working Visa** | | YES | NO |
| Do you have any convictions? | |  |  | Are you a resident of the UK? | |  |  |
| Have you had a recent DBS check? | |  |  | Are you a resident of the EU? | |  |  |
| When was it undertaken? |  | | | If no, do you have a Visa that allows you to work in the UK? | |  |  |
| Conducted by whom? |  | | | Please give any further details: |  | | |

Please note you will be automatically entered into the governments NEST pension scheme, if you do not wish to do this please inform us when you start.

|  |
| --- |
| **What are your personal interests and hobbies?** |
|  |

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| --- | --- |
| **PLEASE DESCRIBE BRIEFLY WHY YOU ARE INTERESTED IN THIS POSITION AND OUTLINE WHAT PERSONAL QUALITIESYOU CAN BRING?** (Referring to the qualities in the letter). Please use additional sheets if required. | |
|  |

**DECLARATION**

**You must sign and date this form:** I declare that the information I have given is, to the best of my knowledge and belief, true and complete. I understand that, if it is subsequently discovered that any statement is false or misleading or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. Candidates who submit an electronic word form will, if appointed, be asked to sign their form and provide three formal forms of identification on starting employment with Sarah.

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