

PERSONAL DETAILS

Surname: _____ Title: _____
Forename(s): _____ Date of Birth: _____
Name by which you like to be known: _____ Previous surname if applicable: _____
Address: _____ Home telephone number: _____
Mobile telephone number: _____
Postcode: _____
Email address: _____ Which contact method/number do you prefer? _____
Position applied for: _____ Location: _____

Where did you hear of this vacancy

Are you related to anyone who works for Resolute Care? If so who?

National insurance number:

All of the posts within Resolute Care are exempt from the Rehabilitation of Offenders Act. Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013):

Resolute Care is able to offer employment after an enhanced DBS check has been successfully completed (Care Standards Act 2000). Enhanced Disclosure for ALL staff at ALL levels apply. I am also aware that if listed on the POVA Register it is an offence to apply for work with the Vulnerable Adult / Child group and it could necessitate referral to the Local Authorities and / or Secretary of State.

Signed: _____ Date: _____

Do you require a work permit * to work in this country? Yes No

If yes please detail any conditions attached to your work permit:

APPLICATION FOR EMPLOYMENT



Will you be working as a dependent on another person's work permit?

Yes

No

* Work Permits and Limited leave to Remain are not transferable between employers and any job offer made will be subject to obtaining a new work permit. Any documents provided by applicants in support of their application may be shown to the Home Office.

Do you hold a current full UK driving licence?

Yes

No

Do you have any current endorsements?

Yes

No

Give details:

EDUCATION & TRAINING

Name and location of secondary schools, colleges and university

Qualifications and grades obtained

Month / Year of start and end date

Vocational and non-vocational training:

Other courses attended	Qualifications/skills obtained	Duration of course – Date mm/yyyy

Please note that you will be required to provide original certificates at interview stage.

EMPLOYMENT DETAILS

Please provide details of all your employment history (including temporary and voluntary work) putting your current or most recent employment first. For regulatory reasons you must clearly detail all employment since the last date you were in Education along with explanations for any gaps in employment.

Dates		Employer’s name, address and telephone number	Job title and main responsibilities	Reason for leaving	Salary and benefits
From	To				

APPLICATION FOR EMPLOYMENT

If successful in this application will you continue with any current employment?

Yes

No

If "Yes" for how many hours per week?

Current notice period:

Please provide details if you have been subject to disciplinary procedures, failed or had a contract terminated during the course of probationary period, or have been dismissed from any of the above employment:

Date first employed in Social Care (if applicable):

If necessary, please continue on a separate sheet (headed with your name)

ADDITIONAL INFORMATION

This section should be used to state the reasons you are applying for this post and to give any additional information that you believe will demonstrate your suitability for the post:

Please continue on separate sheet if required

REFERENCES

Please give name, address and position of your referees: these should include your current and all previous employers including voluntary work to cover at least the last 5 years. Please print clearly

Reference 1

Name: Position:

Organisation: Address:

Tel number:

Email: Postcode:

Reference 2

Name: Position:

Organisation: Address:

Tel number:

Email: Postcode:

Do we have your permission to contact the above referees if you are short listed for an interview?

Reference 1	Yes	No		Reference 2	Yes	No
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Reference 3

Name: Position:

Organisation: Address:

Tel number:

Email: Postcode:

Reference 4

Name: Position:

Organisation: Address:

Tel number:

Email: Postcode:

Do we have your permission to contact the above referees if you are short listed for an interview?

Reference 3	Yes	No		Reference 4	Yes	No
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APPLICATION FOR EMPLOYMENT

I understand that failure to disclose information or the provision of incorrect information may result in an offer of appointment being withdrawn or disciplinary action being taken leading to dismissal at a later date. I agree to you approaching any of my previous employers to verify my employment history.

I agree that, if I am appointed, the information may be used as part of the permanent personnel record of my employment under GDPR.

I CERTIFY THAT I HAVE READ AND UNDERSTOOD THE ABOVE AND THAT THE INFORMATION I HAVE GIVEN IS TRUE AND CORRECT.

Signature:

Date:

Any appointment to the vacancy for which you are applying will be subject to a Disclosure from the Criminal records Bureau / Scottish Criminal Records Office, which is satisfactory to the Company. A conviction will not necessarily be a bar to obtaining a position

RESOLUTE CARE LTD**General Data Protection Regulation (GDPR) Privacy Notice****Resolute Care Data Protection Officer:**GDPR Office (recruitment@resolotecare.co.uk)

I accept that Resolute Care holds personal data about me in line with General Data Protection Regulation (GDPR) requirements. I hereby consent to the processing by Resolute Care or any associated company of my personal data for any purpose related to the performance of my contract of employment or my continuing employment or its termination or the conduct of Resolute Care's business, including, but not limited to, payroll, human resources and business continuity planning purposes.

I also explicitly consent to Resolute Care or any associated company processing any sensitive personal data relating to me, for example sickness absence records, medical reports, particular health needs, details of criminal convictions and equal opportunities monitoring data, as necessary for the performance of my contract of employment or my continuing employment or its termination or the conduct of Resolute Care's business.

Finally, I consent to Resolute Care providing my personal data to a third party where this is necessary for the performance of my contract of employment or my continuing employment or its termination or the conduct of Resolute Care's business, for example, but not limited to, a pension scheme provider in relation to my membership of a pension scheme or to an insurance company such as for the purpose of the company car insurance.

If at any point I wish to withdraw consent for my personal data being held and used (as detailed above) by Resolute Care then I should notify this in writing to the Resolute Care Data Protection Officer.

I understand that should I wish to lodge a complaint about processing of my personal data than I can do this through the Resolute Care Complaint Procedure or if I am not satisfied with the response then with the Information Commissioners Office (ICO).

I understand that should I wish to enquire about or view the data held about me by Resolute Care under GDPR then I should complete a Request for Data Subject Access Form and will receive a response within one month of the request being received. This form should be sent to the Resolute Care Data Protection Officer.

Name:

Signature:

Date:

Please return the completed application form to recruitment@resolotecare.co.uk