**JOY LIFE CARE SERVICES LTD**

Head Office: Regus Express Office, The Oasis, Meadowhall. S9 1EP. Sheffield.

United Kingdom

Tel: 03333056659, 07939646662. Fax: 03333056659

Website: www.joylifecareservicesltd.co.uk

Email: admin@joylifecareservicesltd.co.uk



**CARE STAFF APPLICATION FORM**

**Please use CAPITAL LETTERS throughout.**

|  |
| --- |
| **PERSONAL DETAILS** |

Title: Surname

Forename: Maiden Name

Middle Name: Marital Status:

Date of Birth: Male Female :

Age: National Insurance:

Address: \_\_\_\_\_\_

City / Town: Country:

Postcode: Home Telephone:

Mobile phone: Work Phone:

Pager No: Email Address:

Preferred Contact Method Are you willing to expect morning calls?

Yes ..........No Are you willing to accept late Night calls? Yes: No\_\_\_\_..

**VARIOUS INFORMATION**

Work status Passport Number: Exp date: / /

Nationality Birth certificate No:

Home Office Letter ref: Have Work Permit? Yes No

Work Permit Type Expiration Date:

Name of college/university (if student)

Have your own transport? Type of Transport:?

Have you a driving license?: If yes any endorsement?

Religion Ethnic Origin

Children under 18 years? Ages

Do you smoke? Yes No Registered Disabled? Yes No

Registration No:

Give details of hobbies/leisure activities ……………………… ………………………………………………………

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|  |
| **PROFESSIONAL EDUCATION AND TRANING**. |

Please list any Training / Course / healthcare qualification you have and when you gained them

Qualification: School / College University. Dates ….……………………… ………………………………… ………………….

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**Please tick the specialities of which you have significant, post training experience. Please remember you have held accountable for any missing information.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SPCIALISM**  | **LESS THAN 6 MONTHS** | **MORE THAN 6 MONTHS** | **1- 2 YEARS** | **2 YEARS +** |
|  |  |  |  |  |
|  |  |  |  |  |
| Hospitals |  |  |  |  |
| Learning Disability |  |  |  |  |
| Adolescents |  |  |  |  |
| Children |  |  |  |  |
| Mental health |  |  |  |  |
| Elderly |  |  |  |  |
| Physical disability |  |  |  |  |
| HIV |  |  |  |  |
| Residential Homes |  |  |  |  |
| Nursing homes |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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| --- |
| **EMPLOYMENT HISTORY** |

**Please give details of your past 5 years of continuous work history giving reasons/s for any breaks in employment**

**From / / To / /**

Employer

Address

Telephone: Main contact

Post Title: Grade

Full time or part-time Salary:

Main responsibilities:

Reason for leaving:

**From / / To / /**

Employer

Address

Telephone: Main contact

Post Title: Grade

Full time or part-time Salary:

Main responsibilities:

Reason for leaving: \_\_\_\_\_\_\_

**From / / To / /**

Employer

Address

Telephone: Main contact

Post Title: Grade

Full time or part-time Salary:

Main responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving:

**From / / To / /**

Employer

Address

Telephone: Main contact

Post Title: Grade

Full time or part-time Salary:

Main responsibilities:

Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HEALTH DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Have you been vaccinated or tested against the following: | YES | NO | DETAILS (Plus dates if YES) |
|  |  |  |  |
| Hepatitis B |  |  |  |
| HIV |  |  |  |
| Tetanus |  |  |  |
| Poliomyelitis  |  |  |  |
| Typhoid  |  |  |  |
| Rubella (German Measles)  |  |  |  |
| Tuberculosis and BCG |  |  |  |
| Hepatitis B Antibodies  |  |  |  |
| Mantoux, tine or Heaf |  |  |  |
| Varicella  |  |  |  |
| Last X-ray |  |  |  |
| Others (Specify) |  |  |  |
|  |  |  |  |
| Do you or have you at anytime suffered from any of the following | YES | NO | Details. (required if YES) |
| Skin complaints- dermatitis, Psoriasis, Eczema |  |  |  |
| Diabetes or glandular complaints |  |  |  |
| Headaches or Migraine |  |  |  |
| Hypertension/ heart problems/ similar illness  |  |  |  |
| Back pains / Back injury or problems |  |  |  |
| Jaundice / Hepatitis |  |  |  |
| Epilepsy or fainting attacks |  |  |  |
| Pleurisy /Bronchitis / Pneumonia |  |  |  |
| Asthma  |  |  |  |
| Infections - ear / sore throat |  |  |  |
| Psychiatric illness - Mental disorder/ depression etc |  |  |  |
| At present are you having any injections/medications | YES  | NO | Details (if YES) |
| Are you under any treatment of any kind of condition? | YES |  |  |
| Have you had any major operations |  |  |  |
| Physical Disabilities? |  |  |  |
| How much time have you taken off work in the last 5 years due to illness?. |  |  |  |
| Please state any other information about your health which may affect your work |  |  |  |
|  |  |  |  |
| If you do not have vaccination information , please provide details of where we can request them below. |

I certify the above information is correct and hereby give permission to  **JOY LIFE CARE SERVICES LTD** to request a further report from my GP/ Occupational Health/ Hospital for clarification if required and for my health report.

GP /Occupational health/ Hospital

Address

Tel: Mobile

Email address:

Signed (Applicant)

|  |
| --- |
| **WORK PREFERENCE** |

**Please specify the kind of Care work are you interested in? (tick all that apply)**

NHS PRIVATE HOSPITAL NURSING HOME

RESIDENTAL HOME: OTHERS

(Please specify) SHORT TERM LONG TERM

**Please indicate when you would like to work. Please tick all relevant boxes.**

**DAILY.**

PART-TIME FULL-TIME BANK HOLIDAYS

EVENINGS (M-F) DAYS (M-F) NIGHTS (M-F)

EVENINGS (SAT-SUN) DAYS (SAT-SUN) NIGHTS (SAT-SUN)

**AVALIBILITY**

From when are you available to work come for an interview

Do you have any holiday booked? When:

**REHABILITATION OF OFFENDERS ACT 1974.**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4.2 Rehabilitation of Offenders Act 1974 (Exemption Order 1975). Applicants are therefore not, entitled to withhold information about convictions, which for other purposes are 'spent' under the provision of the Act in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Information provided will be kept confidential and use in relationship to the post applied for..

**Have you ever been convicted of a criminal offence?** YES……………. NO…………………..

If yes, please specify ..................................................

**Do you have any spent or unspent convictions** YES NO ...........

If yes please specify ......................................

**Have you instigated an enhanced disclosure within the last six years?** YES NO

I CONSENT TO JOY LIFE CARE SERVICES LTD CHECKING THE DETAILS I HAVE PROVIDED AGAINST THE VARIOUS DATA SOURCES IN ORDER TO VERIFY MY INDENTITY AND PROCESS THIS APPLICATION.. THESE DETAILS MAYBE USE TO ASSIST OTHER ORGANISATION SUCH AS CRB, AND IN IDENTITY PURPOSES.

SIGNATURE DATED .

**REFERENCES.**

Please give the names and addresses of two of most recent employers with work addresses who is able to comment on your work ability and experience. Starting with your present to most recent employer if possible.

(A)

Name of Reference: Company Name

Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_

Postcode city/ town; country

Telephone no: Fax no:

Email address: Mobile phone:

Start date: / / End date: / / To date

(B)

Name of Reference: Company Name

Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode city/ town; country

Telephone no: Fax no:

Email address: Mobile phone:

Start date: / / End date: / / To date

**BUILDING SOCIETY /BANK DETAILS**

Bank Name

Bank Address

 \_\_\_\_\_\_

Building Society Bank Roll

Holders Account Name

Sort Code Account No

I authorise **JOY LIFE CARE SERVICES** to pay my weekly wages into the above Bank Account and I will notify **JOY LIFE CARE SERVICES LTD** if changes occur to my details.

Signed Date

**NEXT OF KIN**

Name of Emergency contact \_\_\_

Relationship to you: \_\_\_

Address: \_\_\_ \_\_\_ \_\_\_\_\_\_ \_\_\_\_ \_\_\_ Post code: \_\_\_

Home Telephone: Work No: \_\_\_

Email Address: \_\_\_

Mobile No: Pager: \_\_\_

**WORKING TIME REGULATIONS**

I have read and understood the working time regulations and I hereby consent that the working time limit shall not apply to my assignments.

Print Name Signed Date

**FINAL STATEMENT**

I declare that the information provided on this application is true to the best of my knowledge. I have read the terms and condition of engagement and agree to comply with the current Health and Safety at Work Act. I understand that my appointment is subject to the receipt of two satisfactory references and it subject to Enhanced CRB Disclosure. JOY LIFE CARE SERVICES LTD is free to make any other enquiries thy may find necessary relating to my application. I agree to respect the confidentiality of patients and clients and any other information I may have access to.

Signed Date

**AGENCY INFORMATION. OFFICE USE**

|  |  |  |
| --- | --- | --- |
| CHECKLIST |  | NOTES |
| Application |  |  |
| Proof of Address | Utility bills, bank statements, others. |  |
| Proof of identity  | Passport, driving license others |  |
| Eligibility to work | Visa, Work Permit,, passport, birth cert  |  |
| CRB Application |  |  |

|  |  |  |
| --- | --- | --- |
| CRB Application |  |  |
| PAYE Form |  |  |
| 2 passport photograph |  |  |
| Immunisation |  |  |
| Signed contract |  |  |
|  |  |  |

**AGENCY SIGN OFF**

I Certify that I interviewed the above applicant in Accordance with  **JOY LIFE CARE SERVICES LTD** requirements, and I am satisfied that this applicant is cleared for work

**NAME OF CONSULTANT**

**SIGNATURE OF CONSULTANT**

**DATE**