

NOTES & GUIDANCE FOR COMPLETING THE APPLICATION FORM

1. Read the Job Description and Personal Specification and make a rough note of any of the skills and qualities you have and previous experience of the stated duties you have.
2. **Personal Details** – answer all questions.
Driving details – please advise if you have a full UK Driving Licence and whether or not you have use of a car. This is because you will need to travel between Service Users homes. Please be advised that we will need evidence of your insurance and, if required, M.O.T. Certificate, if you are successful. In some circumstances you may be asked to transport Service Users (remuneration will be made).
3. **National Insurance Number**
You must complete your National Insurance Number on the form and bring evidence of this to your interview i.e. National Insurance Number Card/Letter. Failure to record your National Insurance Number on your Application Form will result in your Application being discarded, as we are unable to employ anyone without it.
4. **References**
Please give your current or last Line Manager/Employer with the address of their work place. We cannot accept references from the people given from their home address. References should be provided in professional capacity and not from friends or family members.
5. **Availability**
An approximate guide as to when you could start work. Be aware that we will have to await the D.B.S. Disclosure, which can take up to 3 months.
6. **Present Employment**
Answer the requested details of your current job or if you are not working, your last job. Include what your job is/was and what your responsibilities are/were.
7. **Employment History**
List the details of your previous employment, include gaps in employment and what you did e.g. at home with children/unemployed/student etc. Any gaps of employment will be questioned at interview, so it is good to have listed these.
8. **Education & Qualifications**
List school and college attended and qualifications obtained.

9. Professional Qualifications

List any professional qualifications e.g. Nurse/Diplomas/N.V.Q. etc. place obtained and when.

10. Rehabilitation of Offenders Act 1974

Note any criminal convictions and give requested details. If you do not have a criminal conviction, write NO CRIMINAL CONVICTION DECLARED. Please note the Declaration of any criminal record. Due to the nature of our services, being regulated activities to vulnerable adults, The Rehabilitation of Offenders Act 1974 (Exemptions order 1975) applies. Positions of employment are eligible for an Enhanced (D.B.S.) Disclosure and an Adults Barred List Check.

11. Other Information

Use this space to write up your notes of your relevant skills, qualities and previous experience made – SEE NO. 1

12. Working Time Directive

We operate as a principal business within the regulations defined in the Working Time Directive 1998. All employees must complete a statement of employment upon successful registration with North London Homecare & Support LTD. Hours worked with other employees will be included in your average working hours. Although it is possible for you to opt out of the maximum 48-hour working week – we do enforce the required rest periods of 24 hours in every 7 days or 48 hours in 14 days. We will take into consideration, any other employment you may have.

Please complete all the sections and questions as your answers provide the necessary information to proceed with your application.