

Staff

Essex Care Consortium Ltd, Maldon Road, Birch, Colchester, Essex CO2 0NU  
 Tel: 01206 330308 Fax: 01206 331811  
 Email: [info@ecarec.co.uk](mailto:info@ecarec.co.uk)

**ANY FORMS THAT ARE NOT COMPLETED IN FULL WILL NOT BE CONSIDERED**

## JOB APPLICATION FORM

Please read carefully the attached job description and Equal Opportunities Policy before filling in this form.  
 Please return to: Essex Care Consortium Ltd, Maldon Road, Birch, Colchester, Essex CO2 0NU

|                                |  |
|--------------------------------|--|
| Position you are applying for: |  |
| Surname:                       | Mr. Mrs. Miss. Ms. Other (please circle appropriate) |
| Forenames:                     | Maiden name of any previous names:                   |

Full Address Including Post Code:

|  |            |        |                      |     |    |                             |         |
|--|------------|--------|----------------------|-----|----|-----------------------------|---------|
| Tel. No:   | Mobile No: |        |                      |     |    |                             |         |
| Email Address:   |            |        |                      |     |    |                             |         |
| Sex:   | Male       | Female | Full Driving Licence | Yes | No | (please circle appropriate) |         |
| Do you need a permit to work in the UK?  |            |        |                      | Yes | No | (please circle appropriate) |         |
| If Yes you must enclose a copy with this application form  |            |        |                      |     |    |                             |         |
| National Insurance Number  |            |        |                      |     |    |                             |         |
|  |            |        |                      |     |    | Tick Yes                    | Tick No |
| Have you been referred to The Independent Safeguarding Authority or are you barred by Independent Safeguarding Authority to work with vulnerable adults or children? |            |        |                      |     |    |                             |         |
| Have you received any training in Safeguarding?  |            |        |                      |     |    |                             |         |

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## JOB APPLICATION FORM (continued)

**THIS SECTION MUST BE COMPLETED IN FULL.****Employment History (include voluntary work)**

Please list your **FULL** employment / work experience beginning with the most recent and finishing at the end of your higher / school education. Also detail the reasons for any breaks in employment including voluntary or unpaid work.

(Please use an additional sheet if necessary)

**THERE SHOULD BE NO GAPS. ANY FORMS WITH GAPS WILL NOT BE CONSIDERED.**

Please sign here to say that this is an accurate record.

Signature: .....

| Dates From / To | Employer<br>(Name, Address and Postcode) | Position Held | Brief summary of duties and responsibilities | Reason for leaving |
|-----------------|--|---------------|--|--------------------|
|                 |  |               |  |                    |
|                 |  |               |  |                    |
|                 |  |               |  |                    |
|                 |  |               |  |                    |

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**JOB APPLICATION FORM (continued)****Employment History (include voluntary work) continued**

| <b>Dates From / To</b> | <b>Employer<br/>(Name, Address and Postcode)</b> | <b>Position Held</b> | <b>Brief summary of duties and responsibilities</b> | <b>Reason for leaving</b> |
|------------------------|--|----------------------|---|---------------------------|
|                        |  |                      |   |                           |
|                        |  |                      |   |                           |
|                        |  |                      |   |                           |
|                        |  |                      |   |                           |
|                        |  |                      |   |                           |
|                        |  |                      |   |                           |

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## **JOB APPLICATION FORM (continued)**

## **Education and qualifications**

**Please list Secondary Schools, Colleges and Universities attended. Give qualifications obtained if applicable**

**Please list training courses you have attended and dates, relevant to this position e.g. NVQ, Safeguarding etc.**

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## JOB APPLICATION FORM (continued)

### Job Requirements

Are there any particular areas of work you would like to develop within this job?

What attributes and abilities can you bring to this work place?

How many periods of sickness / absence have you had over the last two years?

How many days in total?

### References

Please give the name and address (including postcode) of 3 referees. One MUST be your last employer.

**PLEASE DO NOT LIST MEMBERS OF YOUR FAMILY**

Reference 1 (Last Employer – ESSENTIAL)

Company Name:

Full Address (incl. post code):

Email Address:

Phone Number:

Contact Name:

Role:

Reference 2 (Business)

Company Name:

Full Address (incl. post code):

Email Address:

Phone Number:

Contact Name:

Role:

Reference 3 (Personal)

This can be a personal reference from someone who has known you for at least 5 years

Name:

Relationship:

Full Address (incl. post code):

Email Address:

Phone Number:

Are you related to anyone employed by Essex Care Consortium Ltd?  
If yes, please give details

Yes

No

Please circle appropriate

Do you know anyone employed by Essex Care Consortium Ltd?  
If yes, please give details

Yes

No

Please circle appropriate

Were you recommended by a current member of staff?  
If yes, please give the staff name

Yes

No

Please circle appropriate

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## JOB APPLICATION FORM – DISCLOSURE AND BARRING SERVICE

Do you have an Enhanced Disclosure and Barring Service (DBS) check which is less than 12 months old? Yes / No (please circle appropriate)

If yes, you must enclose a copy with this Job Application Form

Essex Care Consortium LTD will pay for the cost for DBS, however, if you are offered a position at Essex Care Consortium Ltd and you do not take up the post or you do not pass your probation period, you will be invoiced for the cost of the DBS (currently £60.00).

|           |  |      |  |
|-----------|--|------|--|
| Signature |  | Date |  |
|-----------|--|------|--|

## JOB APPLICATION FORM – ETHNIC ORIGIN

Please tick what you consider to be the appropriate box for your ethnic origin

|                           |   |                                    |   |
|---------------------------|---|------------------------------------|---|
|                           | ✓ |                                    | ✓ |
| British                   |   | Black and White                    |   |
| Irish                     |   | Chinese White                      |   |
| English                   |   | Mixed Race                         |   |
| Scottish                  |   | Indian or British Indian           |   |
| Welsh                     |   | Pakistani or British Pakistani     |   |
| Cornish                   |   | Bangladeshi or British Bangladeshi |   |
| White                     |   | Other Asian or British Asian       |   |
| Cypriot                   |   | Mixed Asian                        |   |
| Greek                     |   | Caribbean                          |   |
| Turkish                   |   | African                            |   |
| Irish Traveller           |   | Other Black or British Black       |   |
| Other White               |   | Mixed Black                        |   |
| White and Black Caribbean |   | Chinese                            |   |
| White and Black African   |   | African – no colour defined        |   |
| White Asian               |   | Middle East                        |   |
| Black and Asian           |   | Arab                               |   |
| Black and Chinese         |   | Any Other Group                    |   |

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## Equal Opportunities Policy

Essex Care Consortium Ltd is committed to achieving a working and living environment which provides equality of opportunity and freedom from discrimination on the grounds of race, religion, sex, class, sexual orientation, age, size, disability or special needs. Essex Care Consortium Ltd is also committed to building a workforce which is diverse and reflects the community around us.

Essex Care Consortium Ltd adheres fully to *Standard 38 – Ethos of the National Minimum Standards for Care Homes for Younger Adults*, which relates to the degree to which a commitment to equal opportunities is made within a home.

The Policy will be implemented through an equal opportunities programme in accordance with the Institute Personnel Management Equal Opportunities Code. This will include:

- Wide publication of the Policy Statement
- Continuous dialogue and consultation with staff
- Discussions with consumers and clients
- Inclusion in the staff recruitment, induction and other training and monitoring arrangements

## 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 2.4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the employer. Any information given will be completely confidential and will be considered only in relation to this application.

Have you ever been convicted of a criminal offence by a court of law (with the exception of minor motoring offences or offences as a juvenile under the age of 16)?

**YES****NO**

If yes, please give details including the offence and date:

| Offence | Date |
|---------|------|
|         |      |

## Declaration (To Be Confirmed On Interview Form)

I confirm the above statements are true and correct and I understand that any misrepresentation will invalidate my application and, if employed, could lead to dismissal. I am prepared to undergo a medical examination if required and confirm that, to the best of my knowledge, there are no medical reasons which would prevent me from undertaking any duties.

| Signature |  | Date |  |
|-----------|--|------|--|
|           |  |      |  |

## ESSEX CARE CONSORTIUM LTD

### DECLARATION

The post you are applying for is one that may require you to carry out the following tasks:

- Manual lifting and moving of heavy objects. The Clients living at Essex Care Consortium Ltd and Clients using Access include some who suffer epileptic seizures and who may need to be moved to ensure their safety
- Physical personal assistance for Clients who may need help to perform normal day to day tasks including the need to bend to assist Clients with bathing
- Take part in physical activities including swimming, walking, gardening and playing games e.g. football
- Undertake training in physical intervention techniques and to be able to use them effectively in the event of clients becoming aggressive and requiring some restraint to protect themselves and others
- Read medication records and give out prescribed medications according to instructions
- Write care plans, deliver a service against the plans and prepare and write reports

Please sign below to indicate you understand the requirements of this post and that you consider yourself fit to complete such tasks.

|                   |  |
|-------------------|--|
| <b>Print Name</b> |  |
| <b>Signature</b>  |  |
| <b>Date</b>       |  |