

## Employment Application

POSITION APPLIED FOR: DOMICILIARY CARE  SUPPORT  
WORKER/ HCA  BOTH  OTHER

Please return form to: *Manu Integrity Services Ltd, 58a Birley Moor Road, Sheffield, 12 4WD*  
Email: *admin@manuintegrityservices.co.uk*

We are committed to promoting the equality of opportunity and welcome applications from anyone who feels that they are able to carry out the duties, regardless of any previous experience.

PERSONAL PARTICULARS		
Last Name	Middle Initial	First Name/Given Name
Prefix <input type="checkbox"/> Mr. <input type="checkbox"/> Ms <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	
Country of Birth	Nationality	Identity Card No./Passport No.
Home Address	Home Tel. No.	
	Mobile Tel. No.	
Correspondence Address (if different from above)	Fax No.	
	Email Address	
Please state your National Insurance Number (NI)		
If you are not from outside the European Economic Area, do you need a work permit for this post		Yes / No

HIGHEST EDUCATION ATTAINED			
From-To	School/University	Course/Major	Qualification

PROFESSIONAL QUALIFICATIONS			
From - To	School/University	Course/Major	Qualification

COURSES CURRENTLY PURSUING		
Expected Date of Completion	School/University	Course

## EMPLOYMENT HISTORY

List your present or most recent employer first. If you held significantly different positions with the same employer, list them separately. Explain any gaps in employment in comments section below. All information **must** be completed. You may attach a resume, but not in place of completing the required information.

Dates Employed		Employer Details	Job Title	Reason for leaving
FROM	TO			

Dates Employed		Employer Details	Job Title	Reason for leaving
FROM	TO			

Dates Employed		Employer Details	Job Title	Reason for leaving
FROM	TO			

**Summarize the nature of the work performed and job responsibilities**

**Comments (including explanations of any gaps in employment**

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Please give us the details of two people who will provide us with a reference. One should normally be your current employer. If this is not the case, please tell us why not. We will not contact your employer before an interview, but we will contact them before appointment.

Name: .....	Name: .....
Position: .....	Position: .....
Agency: .....	Agency: .....
Address: .....	Address: .....
.....	.....
.....	.....
Postcode: .....	Postcode: .....
Tel. no. work: .....	Tel. no. work: .....
Tel. no. other: .....	Tel. no. other: .....
Is this your current employer? YES / NO	Is this your current employer? YES / NO
Are they related to you? YES / NO	Are they related to you? YES / NO

If you have undertaken any training or voluntary work to improve your employment prospects, please give details below:

Please use this space to tell us about any other information that you feel will help your application, including any other skills you may have. Please feel free to continue a separate sheet of paper if required.

**Do you consider yourself to have a disability** YES / NO?

Please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process.

Please tell us if there are any dates when you will not be available for interview

## **CONFIDENTIAL DECLARATION FORM**

Before you can be considered for appointment in a position of trust with Manu Integrity Services we need to be satisfied about your character and suitability.

Please read the following notes carefully before completing this declaration form. If you require further information, please contact

58A Birley Moor Road  
Sheffield  
S12 4WD

Telephone: 0114 265 0342  
Mobile Number: 0752866700

All enquires will be treated in confidence.

Manu Integrity Services aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of race, gender, marital status, religion, disability, sexual orientation, age or offending history. We undertake not to discriminate unfairly against based on criminal conviction or other information declared.

Prior to making a final decision concerning your application, we shall discuss with you any information declared by you that we believe has a bearing on your suitability for the position. If we do not raise information with you, this is because we do not believe that it should be taken into account. In the event, you remain free to discuss any of that information or any other matter that you wish to raise. As part of assessing your application, we will only take into account relevant criminal record and other information declared.

The Data protection act 1998 requires us to provide you with certain information and to obtain your consent before processing sensitive data about you. Processing includes: obtaining, recording, holding, disclosing destruction and retaining information. Sensitive personal data includes any of the following information: criminal offences, criminal convictions, criminal proceedings, disposal or sentence. The information that you provide in this Declaration Form will be processed in accordance with Data Protection Act 1998, and will only be used for the purpose of determining your applicant for this position.

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Once a decision has been made concerning your appointment, we will not remain this declaration form longer that is necessary

The Declaration Form will be kept securely and in confidence, and in confidence, and access to it will be restricted to designated persons within MIS and other persons who need to see it as part of the selection process and who are authorised to do so.

Please ensure that you read the “Guidance Notes for Applicants” that accompanied your application form carefully before completing this Declaration Form. They provide you with further and more detailed information concerning how your application will be processed, and include details for which information about you will be processed, the persons to whom it will be disclosed and the checks that will be undertaken to verify the information provided before you are offered a position if your application is successful.

Please will you answer all the following questions. If you answer ‘Yes’ to any of the questions, please provide full details in the space indicated. Please also use the space below to provide any other information that may have a bearing on your suitability for the position for which you are applying. You may continue a separate sheet if necessary and you may attach supplementary comments should you wish to do so.

The position for which you have applied is exempted from the Rehabilitation of Offenders Act 1974. This means that you must declare all criminal convictions, including those that would otherwise be considered “spent”. Apart from question 8 answering “Yes” to any of the questions below will not necessary bar you from appointment. This will depend on the nature of the position for which you are applying and the circumstances.

1. Are you currently bound over or have you ever been convicted of any offence by a court or Court-Martial in the United Kingdom or in any other country?

Note: You do not need to tell us about parking offences.

NO  YES

If YES, please include details of the order bounding you over and/or the nature of the offence, the penalty, sentence or order of the court and the date and place of the Court hearing.

2. Have you ever received a police caution, reprimand or final warning?

NO  YES

If YES, please include details of the caution, reprimand or final warning, including the date and reason administered.

3. Have you been charged with any offence in the UK or in any other country that has not yet been disposed of?

Please note: You must inform us immediately if you are charged with any offence in the United Kingdom or in any other country after you complete this form and before taking up any position offered to you. You do not need to tell us if you are charged with parking offences.

NO  YES

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If YES, please include details of the nature of the offence with which you are charged, date on which you were charged and details of any on-going proceedings by a prosecuting body.

4. Are you aware of any current police investigation in the UK or in any other country following allegations made against you?

NO  YES

If YES, please include details of the nature of the allegations made against you and if known to you, any action to be taken against you by the police.

5. Have you ever been dismissed be reason of misconduct from any employment office or other position previously held by you?

NO  YES

If YES please include details of the employment, office or position held, the date that you were dismissed and the nature of allegations of misconduct made against you.

6. Have you ever disqualified from the practice of a professional or require to practice subject to specified limitations following fitness to practice proceedings by a regulatory or licensing body in the UK or in any other country?

NO  YES

If YES please include details of the nature of the disqualification, limitation or restriction, the date and the name and address of the licensing or regulatory body concerned.

7. Are you subject to any other prohibition, limitation, or restrictions that means we are unable to consider you for the position for which you are applying?

NO  YES

If YES please include details of the nature of the prohibition, restriction, or limitation when and by whom it was made.

If you have answered “YES” to any questions above, please use this space to provide details. Please indicate clearly the number(s) of the question that you are answering:

## CRIMINAL RECORDS BUREAU (CRB)

Law requires all recruitment agencies to ask all applicants to apply for Enhanced CRB Disclosure, as the job for which you are applying may involve access to children and vulnerable adults. It is therefore exempt from the Rehabilitation of Offenders Act 1974

To secure work for you, we require an Enhanced CRD Disclosure that was issued within the last year. If you already hold a Disclosure which is currently (within the last year), please forward us the original document and sign the declaration below. Your Disclosure will be handled securely and returned to you via special delivery. In addition, we will also need to apply for an Enhanced CRB Disclosure for you in our own company name. Full details regarding this process will be provided to you by our Compliance or Management team in a separate communication.

DO YOU HAVE YOUR OWN COPY OF CRB DISCLOSURE? YES  NO   
IF YES -PLEASE ENCLOSE THE ORIGINAL.

## WORKING HOURS

IN COMPLIANCE WITH IMPLEMENTATION OF THE TIME REGULATIONS, MANU INTEGRITY SERVICES LTD RECOMMEND THAT WORKING SHOULD NOT EXCEEDS 48 HOURS PER WEEK (AVERAGED OVER A PERIOD OF 17 WEEKS). HOWEVER, YOU WISH TO WAIVE THIS RIGHT, PLEASE INDICATE THIS PREFERENCE BY TICKING BELOW:

YES I WISH TO WORK MORE THAT 48HOURS PER WEEK

You can change your chosen option at any time by giving appropriate notice in writing to Manu Integrity Services Ltd. Working time shall include only period of attendance at each individual assignment through Manu Integrity Services Ltd. It shall not include travelling time unless specifically agreed by the Manu Integrity Services Manager.

## CERTIFICATION & AUTHORIZATION

I certify that all entries are true and correct. I understand that all information on this application is subject to verification. I agree and understand that, in the event of my employment by the Company, I shall be subject to dismissal if any information that I have given in this application is false or misleading, regardless of time of discovery.

DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

I authorize the Company to inquire into my educational, professional, and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the Company and will hold the Company and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made based on such information.

I hereby acknowledge that I have read and agree to the above statements

DATE.....

SIGNATURE.....

# MANU INTEGRITY SERVICES LTD

Interviewed by:		Date:
Signed Interviewer:		
Interviewer Title		
<b>LOCATION</b>	<b>MANU INTEGRITY SERVICES LTD</b> 58A Birley Moor Road Sheffield S12 4WD Tel: 0114 265 0342	
Signed Candidate		Date:
Signed Candidate Name		
Time:		



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REFERENCE NO  
APPLICATION FOR EMPLOYMENT  
PROFILE/GRADE  
PERSONAL DETAIL  
NAME:

Date:

NATIONAL INSURANCE NO:

NATIONALITY:

DO YOU DRIVE  YES  NO

DRIVER'S LICENCE:

DO YOU REQUIRES WORK PERMIT?

TYPE OF PERMIT:

Renewal Date:

ADDRESS

MOBILE:

EMAIL:

NEXT OF KIN DETAIL

NAME:

ADDRESS

EMAIL:

RELATIONSHIP TO NEXT OF KIN:

BANK DETAILS

NAME OF BANK:

NAM OF ACCOUNT:

ACCOUNT NO:

SORT CODE:

BUSINESS TYPE:

BUSINESS ADDRESS:

APPLICATION REFERENCE:

DBS RECEIVED:

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## REQUIREMENTS FOR JOB APPLICATION

For your interview, please bring some documents mentioned below:

- Passport or Work Permit or Birth Certificate (if British)
- CV with 10-year history (with any gaps explained)
- 2 passport photographs- (when you have received letter of employment)
- Driving licence (if you have one)
- NMC Pin Number
- Nursing Diploma/Degree
- Other qualifications
- Enhanced Disclosure from CRB-(current)
- Work Registration Scheme (for EU employees only)
- National Insurance number (original card required)
- Training Certificates-training to be provided if you do not have
- Immunisation details and Hepatitis B results
- Bank details
- Two x Proof of Address (within the past three months)

Please note that failure to present the above-mentioned documents will make it impossible to apply to our company.

We look forward to welcoming you on board

Sincerely,

Full Name

**Registered Manager**

**For and behalf of Manu Integrity Services**