

## Employment Application

Job applied for: Domiciliary Care Worker

Job Ref: MIS

Closing date:

Please return form to: *Manu Integrity Services Ltd, 58a Birley Moor Road, Sheffield, 12 4WD*  
Email: [admin@manuintegrityservices.co.uk](mailto: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. Required care experience: six months.

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	
Nationality		Identity Card No./Passport No.	
Home Address		Home Tel. No.	
		Mobile Tel. 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

# MANU INTEGRITY SERVICES (MIS)

## EMPLOYMENT HISTORY

Dates Employed		Employer Details	Job Title	Reason for leaving
FROM	TO			
Dates Employed		Employer Details	Job Title	Reason for leaving
FROM	TO			
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FROM	TO			
<p><b><u>Summarize the nature of the work performed and job responsibilities. You may need to attach your CV</u></b></p>				

## COMMENTS (INCLUDING EXPLANATION/S OF ANY GAPS IN EMPLOYMENT)

## ELIGIBILITY TO WORK IN THE UK

**In line with Home Office guidance on the prevention of illegal working, we re required to verify that all employees are eligible to work within the UK before placement.**

As previously stated: is essential that you can prove to us your eligibility to work within the United Kingdom. Failure to provide us with such evidence will prohibit you from working on our behalf. You MUST provide us with this application pack, a copy of your passport or British Birth Certificate if you are a British or EU National. If you are neither: you must supply a copy of documentation supporting your eligibility to work in the UK as provided by the Home Office. If this is the case: please request or download a copy of your non-UK/EU Applicant Identification form (A4)

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<b>DRIVING</b>	<b>Do you hold a current full UK Driving License?</b>	<b>YES/ NO</b>
	<b>Detail of any endorsements?</b>	<b>YES/ NO</b>
	<b>Do you have a car?</b>	<b>YES/ NO</b>
<b>OTHER</b>		

## PERSONAL REFERENCE

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:	Address	Position	Email & Telephone NO	Years Known

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

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

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

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## 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.

## EQUAL OPPORTUNITIES

Manu Integrity Services aims to promote equal opportunities 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 anything should be considered. In the event of any issues being identified, 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 consider relevant criminal record and other information declared.

## DATA PROTECTION

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

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purpose of determining your applicant for this position. Once a decision has been made concerning your application we will notify you the outcome. 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.

## REHABILITATION OF OFFENDERS ACT

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.

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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**

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 practicing 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:

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## 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.

<b>DO YOU HAVE YOUR OWN COPY OF CRB DISCLOSURE? IF YES -PLEASE ENCLOSE THE ORIGINAL.</b>	<b>YES <input type="checkbox"/> NO <input type="checkbox"/></b>
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## 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:

<b>I WISH TO WORK MORE THAT 48 HOURS PER WEEK</b>	<b>YES <input type="checkbox"/></b>	<b>NO <input type="checkbox"/></b>
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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.

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## CERTIFICATION & AUTHORIZATION

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

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.

<b>Applicant Signature:</b>	<b>Date:</b>
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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

<b>Candidate Signature:</b>	<b>Date:</b>
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FOR OFFICIAL USE ONLY			
Interviewed By		2 <sup>nd</sup> Interviewer	
1 <sup>st</sup> Signed Interviewer		2 <sup>nd</sup> Signed Interviewer	
Interviewer Title:		Date:	
Date:		<b>LOCATION</b>	
Recruitment Sources:	<b>E-RECRUITMENT</b>	Manu Integrity Services 58 Birley Moor Road Sheffield S12 4WD	
<b>TIME</b>		Web: <a href="http://www.manuintegrityservices.co.uk">www.manuintegrityservices.co.uk</a>	