

Community Carer - Application Form Guidance Notes

About the application form

- The application form plays an important part in the candidate selection process; decisions to shortlist candidates for interview are based solely upon the information you supply on your form and the form provides a basis for the interview itself
- A curriculum vitae (CV) alone will not be accepted. However, a CV will be accepted in addition to a fully completed application form
- The information you supply on the application form will be treated in the strictest confidence and be stored either on paper records or a computer system in accordance with the Data Protection act 1998 and will be processed solely in connection with recruitment
- The information you supply must be correct and true. If you knowingly supply false information or withhold material, this is sufficient grounds for termination of any offered employment

Section 1 - Position and availability

- Please tick the relevant position that you are applying for. However it is possible to accept applications for more than one position so tick all that apply
- If the position you are applying for does not appear on the list, tick Other and type in the job position
- Please tick if you are applying for a full time position or a part time position. A full time position includes every other weekend plus two evenings a week. A part time position would include some hours on a weekend
- Your availability will be discussed at interview stage

Section 2: Personal details

- Previous name if different – Please enter details of any other names used at any time during your lifetime. This could be if you have changed your name via deed poll, or you have been known as a different name due to a former marriage etc. We need this information for the Criminal Records Bureau check and to register with the Independent Safeguarding Authority (ISA)
- Work permit – If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. Please give details of the expiration date of your work permit if applicable. If you are not a British or European Citizen and do not have a work permit, then we are unable to employ you
- Car – You will need to have your own transport for the Community Carer position as our work involves visiting clients in their own homes. It is not mandatory to have a car if you are a night carer or a live-in carer as long as you are able to get to and from the clients' homes via public transport or any other means
- Driving licence - You will need a full UK/EU driving licence if you are applying for a position as a community carer or a mobile response carer
- Motor insurance – You will need to have motor vehicle insurance if you are using your own car for work purposes or if you are employed as a mobile response carer and use a company car

Section 3: Education

- Essential qualifications will be checked on appointment to a post. The original certificates will be required and a copy taken for our files

Section 4: Training and non-vocational experience

- Give details of any non-vocational experience/skills gained during your lifetime which are relevant to the position. This could be looking after an aged or disabled relative or friend, work placement in a care environment, volunteer work etc
- List professional or any in-house courses taken and professional qualifications gained if applicable
- Other education/training – list any other relevant educational or training courses attended

Section 5: Present or most recent employment

- Business of employer – select from the industry sectors which is most relevant to the business of your present employer or most recent employer
- Please provide brief information in respect of responsibilities including reporting and management duties. This section should not be left blank unless the position you are applying for is your first job
- Should you be selected for a position with Oxford Private Care your reason for leaving or wishing to leave your current position may be verified if we take an employer reference stated at Section 10

Section 6: Employment history

- Please give a brief explanation of the main duties of your previous jobs excluding the current position stated in Section 5
- Other employment - It is important you confirm whether or not you have had gaps in your employment. If you have, it would be helpful if you could provide relevant details.

Section 7: Relevant experience and other supporting information

- The information you provide in this section is important for us to assess your application
- Please refer to the job description and person specification on the job description to make sure that your skills, experience, ability, knowledge and personal qualities relate to the position you are applying for
- Address each of the criteria separately and briefly outline how you meet each one, providing specific examples where possible. You need to be able to demonstrate that you have all the qualities listed

Section 8: Disciplinary Action

- Please state whether you have ever had any disciplinary action against you in previous employment. You will be asked for the details at interview stage

Section 9: Rehabilitation of Offenders Act 1974

- Disclosure of convictions may not necessarily be a bar to a successful application
- You may disclose the details at this stage or alternatively submit them separately to the HR Department in a sealed envelope
- If you have accepted a caution, warning or reprimand from a police officer, this is considered an admission of taking part in an offence
- Any current or past convictions will need to be admitted at this stage and details may be discussed at interview

Section 10: References

- All positions offered will be subject to two satisfactory references
- Should you be selected for a position with us we will want to take up referees as outlined below
- Employment references – please provide referee details to cover your present or most recent employer
- Academic references – if you are a school leaver or graduate entrant and do not have any previous employment history, please supply the details of a school/college tutor
- Personal references – if you have no previous employment please give details of someone who can provide a character reference. Acceptable references need to be from previous employment, doctor, church, school or other such professional organisation
- We reserve the right to take up references from any previous employer

Section 11: Other information

- Market research - We monitor our advertising success so the information you provide here is useful for this purpose. Please select one option of those provided. If you heard about the position from anywhere or anyone not appearing on this list, please state under Other
- Friends/relatives working for Oxford Private Care - Please state if you know anyone who already works for Oxford Private Care
- This information may be useful if you have been recommended for a position by that person as they may be eligible for an introduction bonus
- Holidays booked - Please state if you have any upcoming holidays that you have already booked. If possible, these will be honoured if they are stated on the application form
- Other information – please give details of any other information to support your application

Section 12: Declaration

- The declaration is confirmation of the validity of the information on the application form, and confirms that misleading information would be sufficient grounds for terminating of employment
- The application will be processed solely in connection with recruitment and stored in accordance with the Data Protection Act 1998
- If you apply and complete the application form online, you will be asked to sign a printed version at interview
- This section must be signed by the applicant if posting
- Please return the completed application form to: HR Department, Oxford Private Care, Shrublands, Faringdon Road, Cumnor, Oxford, OX2 9QY or return the form directly by submitting it via the website making sure that you press the 'submit' button