

MT CARE HOUSE LTD

Regus Office , Room G09A , Building 3 , City West Business Park , Gelderd Road, Leeds , LS12 6LN

Please ensure that you complete the application form in full as we cannot accept CVs. Please complete with black ink and block capitals. This form will be kept in confidence. Please note that no applicant will be unfairly discriminated against. This includes discrimination on account of age, cultural, religious, political beliefs, disability, ethnicity, gender, race, relationship status, sexual orientation, and / or Trade Union membership or stewardship.
 If you have any special requirements to support you to complete this form (e.g. the need for large print or additional time), please contact the Registered Manager.

Position Applied For:								Location:					
Work Preference:				Full Time	Part Time		Bank	Hours Requested:					
I understand this role may include: Shift work, Unsociable Hours, Lone working involved. (Please circle your availability below)										Yes		No	
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Evening		Evening		Evening		Evening		Evening		Evening		Evening	

Personal Details						
First Names:	Type your text		Address:			
Surname:	Type your text		Type your text			
Maiden Name:	Type your text					
Previous Names:	Type your text					
Marital Status:	Type your text					
Gender:			Postcode:	Type your text		
Place of Birth:	Type your text		Nationality:	Type your text		
Telephone Number:	Type your text		NI Number:	Type your text		
Mobile Number:	Type your text		Email Address:	Type your text		
Are you a Driver:	Yes	No	Own Transport	Yes	No	N/A
How long have you had a licence?			Any Endorsements:	Yes	No	N/A

Are you a United Kingdom (UK) National	Yes	No*
*If no, please detail your current immigration status and the relevant visa currently held (including Visa number)		
Are you related to any of our current members of staff or Service Users?	Yes	No
<p>Equality Act 2010 - Under the Equality Act 2010, the definition of disability is if you have a physical or mental impairment that has a “substantial” and “long-term adverse effect” on your ability to carry out normal day-to-day activities. Further information regarding the definition of disability can be found at: www.gov.uk/definition-of-disability-under-equality-act-2010.</p>		
For the purposes of this application and interview stage only, is there anything you would like us to be aware of so that we can make reasonable adjustments during the process?	Prefer not to say	



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Education *(All qualifications will be subject to a satisfactory check).			
School / College / University	Date From:	Date To:	Examinations, Qualifications*
Type your text	Type your text	Type your text	Type your text

Training Courses attended or completing (evidence of attending courses is required)			
Subject	Location	Date	Details

Professional Memberships / Registrations			
Name of Organisation	Registration Number	Renewal Date	Details
Type your text	Type your text	Type your text	Type your text

Employment History

Please record below the details of your **full employment history** beginning with your current or most recent first. Any gaps must be explained. Use a separate attached sheet if required; please sign the sheet(s)

Current / Most recent employer

Start Date:	Type your text	End Date:	Type your text	Salary:	Type your text
Job Role:	Type your text		Employer Name:	Type your text	
Reason for Leaving:	Type your text		Contact Name:	Type your text	
Duties:	Address:				
	Postcode:			Type your text	
	Telephone:			Type your text	
	Email:			Type your text	

Employment History

Start Date:	Type your text	End Date:	Type your text	Salary:	Type your text
Job Role:	Type your text		Employer Name:	Type your text	
Reason for Leaving:	Type your text		Contact Name:	Type your text	
Duties:	Address: Type your text				
	Postcode:			Type your text	
	Telephone:			Type your text	
	Email:			Type your text	

Employment History Continued (Copy this page if required)					
Start Date:	Type your text	End Date:	Type your text	Salary:	Type your text
Job Role:	Type your text		Employer Name:	Type your text	
Reason for Leaving:	Type your text		Contact Name:	Type your text	
Duties:			Address:		
			Postcode:		
			Telephone:		
			Email:		
Start Date:		End Date:		Salary:	
Job Role:			Employer Name:		
Reason for Leaving:			Contact Name:		
Duties:			Address:		
			Postcode:	Type your text	
			Telephone:	Type your text	
			Email:	Type your text	

Employment History Continued (Copy this page if required)					
Start Date:	Type your text	End Date:	Type your text	Salary:	Type your text
Job Role:	Type your text		Employer Name:	Type your text	
Reason for Leaving:			Contact Name:	Type your text	
Duties:			Address:		
			Postcode:	Type your text	
			Telephone:	Type your text	
			Email:	Type your text	
Start Date:	Type your text	End Date:	Type your text	Salary:	Type your text
Job Role:	Type your text		Employer Name:	Type your text	
Reason for Leaving:	Type your text		Contact Name:	Type your text	
Duties:			Address:		
			Postcode:	Type your text	
			Telephone:	Type your text	
			Email:	Type your text	

Explanation of Gaps Use this section to detail any gaps in employment and why

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References: Please provide names, addresses and telephone numbers for referees below whom we may approach for a reference. In line with CQC requirements, we require references (or other satisfactory evidence as the employer may determine) from all previous employers concerned with the provision of services relating to health or social care, or children or vulnerable adults which should include details of why their employment came to an end (note that this is not time limited). If your previous employment does not concern the provision of services relating to health or social care, or children or vulnerable adults, you must provide references from your two most recent employers.

Please provide two character references if you are unable to obtain two professional references, e.g. in the case of an applicant who has been raising children for ten years. All will be contacted. Therefore, please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.

	Referee One	Referee Two
Contact Name:	Type your text	Type your text
Business Name:	Type your text	Type your text
Address:		
Postcode:	Type your text	Type your text
Telephone:	Type your text	Type your text
Email:	Type your text	Type your text
Capacity in which known	Type your text	Type your text
	Referee Three	Referee Four
Contact Name:	Type your text	Type your text
Business Name:	Type your text	Type your text
Address:		
Postcode:	Type your text	Type your text
Telephone:	Type your text	Type your text
Email:	Type your text	Type your text
Capacity in which known	Type your text	Type your text
	Additional Referee	Additional Referee
Contact Name:	Type your text	Type your text
Address:		
Postcode:	Type your text	Type your text
Telephone:	Type your text	Type your text
Email:	Type your text	Type your text
Professional / Character:	Type your text	Type your text
Capacity in which known	Type your text	Type your text

Please use additional paper if required.

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<p>Safeguarding / Ex-Offenders Declaration: Please note this section will only be seen by those involved in the recruitment process and will be treated with the strictest confidence.</p>		
<p>The Rehabilitation of Offenders Act 1974 aims to promote equality of opportunity and is committed to treating all applicants fairly regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. MT CARE HOUSE LTD undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.</p> <p>Answering 'yes' to the question below will not necessarily prevent your employment. This will depend on the relevance of the information you provide in respect of the nature of the position and the particular circumstances.</p>		
<p>Are you currently bound over or do you have any current UNSPENT convictions that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?</p>	<p>Yes*</p>	<p>No</p>
<p>Do you have any current UNSPENT police cautions, reprimands or final warnings in the United Kingdom or in any other country?</p>	<p>Yes*</p>	<p>No</p>

Privacy Statement
<p>We will only collect data for specified, explicit and legitimate use in relation to the recruitment process. By signing this application form, you consent to us holding the information contained within this application form. If successfully shortlisted, data will also include shortlisting scoring and interview records. We would like to keep this data until the vacancy is filled. (We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you). When that period is over, we will either delete your data or inform you that we would like to keep it in our database for future roles.</p> <p>We have privacy policies that you can request for further information. Please be assured that your data will be securely stored by the Registered Manager and only used for the purposes of recruiting for this vacant post.</p> <p>You have a right for your data to be forgotten, to rectify or access data, to restrict processing, to withdraw consent and to be kept informed about the processing of your data. If you would like to discuss this further or withdraw your consent at any time, please contact the Registered Manager to discuss.</p>

Declaration			
<p>The information in this application form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed. Where applicable, I consent that can seek clarification regarding professional registration details.</p>			
Print Full Name:	Type your text		
Signature:	Type your text	Date:	Type your text

Supporting Statement

Please add here your reasons for applying. You should refer to the job description and person specification to guide you. It would also be of value to describe particular strengths and talents that set you apart from others as well as including skills gained from work, home and other activities.

Values Based Screening Questions

This should be completed before attending any interview. It will be discussed as part of the interview process.

If I was a Service User, I would like:	
I believe that the Service User's family and Relatives would like the following:	
I believe that I can support a Service User because:	
As a member of the team, I would feel valued when:	
I believe that a good relationship between me and the Service User depends upon:	
I believe that I learn best when:	I believe that a good working team is made by:
I believe that my role in relation to the Service User is:	
My other beliefs and values relevant to my job role are:	