



APPLICATION FOR EMPLOYMENT

All information will be treated as strictly confidential and no approach will be made to any person without your permission. Please print clearly.

Position applied for:

If you obtained this position, would you continue in any other employment?

Salary Expectations?

Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?

If yes, please provide details below:

Personal Details:

Title Forenames Surname

Home Address

Home Phone Mobile

Email Address

Eligibility to work in the UK:

Are you entitled to enter or remain in the UK and undertake the work in question?

Do you hold a valid UK work permit or VISA? Please confirm expiration date?

If Yes please confirm the type of permit/VISA you currently hold below:

Disclosure and Barring Services (DBS):

Having a conviction will not automatically affect your employment opportunities with Sunrise Care. The nature of any convictions and their relevance to the role for which you are applying will be considered and all information relating to convictions will be treated as confidential. This post is exempt under the Rehabilitation of Offenders Act 1974 (exceptions order 1975)

Do you have a current DBS (Disclosure and Barring Service) certificate? Are you registered with the DBS online update service?

Do you have any adverse information (positive disclosure) on your certificate? When was your last DBS certificate issued?

If you have any unspent convictions, cautions, reprimands or warnings please state them below. If none, state "None".

Driving Licence:

Our vehicle insurers will only insure our vehicles for drivers over 25, if you will be driving our vehicles please can you confirm you are over 25.

Do you hold a Valid Full UK driving licence? How long have you held your driving licence?

Do you have any current endorsements? If yes, please provide details of endorsements below

Do you have any motoring prosecutions pending?

If yes, please provide details of pending prosecutions below



Previous Employment (continued):			

Interests:

--

List any absences from work during your last 12 months (other than holidays) with reasons:

--

References: (References must be from your present / previous employers and cannot be from members of your family).

Work reference:		Work reference:	
Company	<input type="text"/>	Company	<input type="text"/>
Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Post code	<input type="text"/>	Post code	<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
email	<input type="text"/>	email	<input type="text"/>

How did you hear about Sunrise Care?:

--



Please state why you are interested in this position and give details of skills and experience to support your application. Reference can be made to voluntary work and other interests. Applicants should make reference to the Job Specification (included) to demonstrate ability, skills and knowledge match those required for the role. (Please continue on separate sheet if needed)

Privacy Notice

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".



Sunrise Care recommends to all of its employees that they are vaccinated against any infections or infectious illnesses that they are at risk from within the general population. Routine vaccinations that all employees should keep up to date through the NHS include: tetanus, diphtheria, polio, measles, mumps and rubella (MMR)
Department of Health guidance estimates that the MMR vaccine is especially important where there is a risk of transmitting measles or rubella infections to children or adults. Vaccines that may be offered on a selective basis following a risk assessment include hepatitis B and varicella.

Question asked under the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014

Do you have any physical or mental health conditions which are relevant to your capability, after reasonable adjustments are made, to properly perform the tasks which are intrinsic to this employment? Yes / No If yes, please provide details below:

--

Declaration

The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated. I understand that Sunrise Care reserves the right not to respond to an application or to give feedback.

Signed: _____ Date: _____

Office Use

Date received		Received by		Interview	Yes / No
---------------	--	-------------	--	-----------	----------



Equality and Diversity Monitoring

In order to monitor our Equality and Diversity policy and to enable us to ensure our compliance with this policy, we

Surname: Title

Forename

Position applied for:

Age Range - please tick as appropriate:

19 or under	<input type="checkbox"/>	50 - 59	<input type="checkbox"/>
20 - 29	<input type="checkbox"/>	60 - 65	<input type="checkbox"/>
30 - 39	<input type="checkbox"/>	Over 65	<input type="checkbox"/>
40 49	<input type="checkbox"/>		

Gender - please tick as appropriate:

Male Female

How would you describe your ethnic origin - please tick as appropriate:

White		Mixed	
British	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
Gypsy / Irish Traveller	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>	Any other Mixed background	<input type="checkbox"/>
Asian or Asian British		Black or Black British	
Indian	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	African	<input type="checkbox"/>
Bangadeshi	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>
Chinese	<input type="checkbox"/>		
Any other Asian background	<input type="checkbox"/>	Any other ethnic background	<input type="checkbox"/>

Which of the following best represents your religion/belief?

Buddhism	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	None	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Sikhism	<input type="checkbox"/>	Other	<input type="checkbox"/>
Hinduism	<input type="checkbox"/>	Islam	<input type="checkbox"/>		
Judaism	<input type="checkbox"/>	Catholic	<input type="checkbox"/>		

