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| **APPLICATION FOR EMPLOYMENT** | Form AP2H(A) |

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| PRIVATE & CONFIDENTIAL Return this form to: Ratna Gurung (The Manager) Bybrook House, Middle Hill, Corsham, Wiltshire, SN13 8QP  Or email it to bybrookmanager@avoncarehomes.co.uk |

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| POSITION APPLIED FOR :- |  | | National Insurance No: |  |
| Ref No: | | | Registration/PIN No: (Nursing) |  |
| **Non British Citizens:**  **SHARE CODE:** | |  | | |

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| **COVID Status** | | | | |
| **It is legislative requirement for all care home front line workers to be fully vaccinated, please provide information below regards to your COVID status** | | | | |
|  | | **Tick which applies** |  | |
| **Fully vaccinated:** | |  | **You will be required to show your COVID status through use of the NHS App, NHS letter, NHS website.** (NHS appointment card **cannot** be used as proof of vaccination status). | |
| **Not vaccinated:** | |  | **Use this space to provide reason:** | |
| **Medically Exempt:** | |  | **Use this space to provide reason for exemption:**  Please describe type of evidence of exemption you will be able to provided i.e GP letter, midwife letter, consultant letter etc. | |
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| Title | Surname | | | Forename(s) |
| Address:  Postcode:  E-mail address: | | | | Tel. Nos (please include code):  (Home)  (Work)  (Mobile) |
| Current driving licence? Yes / No Groups: Expiry Date: | | | | |
| Details of any endorsements: | | | | |

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| **Education** | | |
| Name of school | Subject | Qualification gained |
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| **Further Education** | | |
| Name of College /University | Subject | Qualification gained |
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| **Other Training** | | |
| Name of Provider | Subject | Qualification gained |
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| Are there any restrictions on you taking up work in the UK? **Yes / No**  (If Yes please provide details Work Permit/Visa e.t.c.) |

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| Other Employment |
| Please note any other employment you would continue with if you were to be successful in obtaining this position. |

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| **Employment History** |
| *Please complete in full using a separate sheet if necessary,* ***starting with your most recent employment*** *and give reasons for any gaps in employment* |

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| **Name & Address of employer** | **Period of employment**  **From/To Month/Year** | **Job Title & Duties** | **Salary on**  **leaving** | **Reason for leaving** |
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| **REFERENCES** | | | |
| Please provide details of two referees who can provide information relating to your competency in a caring role, one of whom must be your present or most recent employer (referees for qualified Nurses must be professionals). If you are a student, please give an academic referee. If you are applying for a post which requires unsupervised access to children/vulnerable adults, we reserve the right to approach any past employer for a reference. | | | |
|  | Name |  | Name |
| Position | Position |
| Organisation | Organisation |
| Address and Postcode  Email address | Address and Postcode  Email address |
| Tel No. | Tel No. |
| May we approach the above prior to interview? Yes / No | May we approach the above prior to interview? Yes / No |

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| **General Comments** |
| Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification). |

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| **Leisure** |
| Please note here your leisure interests, sports and hobbies, or other pastimes, etc. |

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| **CAUTIONS, REHABILITATIONS AND CRIMINAL RECORDS** |
| The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected”  and are not subject to disclosure to employers, and cannot be taken into account.  Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  In addition you are required to submit to a Disclosure and Barring Service check. Any standard or enhanced disclosure made by the DBS will remain strictly confidential.  **Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? YES/NO (delete as required)**  **Any information will be completely confidential and will be considered only in relation to this application.**  **If YES, please give details:-** |

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| **HEALTH DETAILS** | |
| Do you have any disabilities of which we should be aware? | Yes/No |
| If yes please detail any special arrangements you require in order to attend an interview? | |

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| **SPECIAL REQUIREMENTS (CARE SECTOR)** |
| Because this position involves the care of children and/or vulnerable adults employment is dependent on the following:   1. By signing this form you are giving us your written consent to obtaining an enhanced disclosure from the Disclosure and Barring Service or an approved umbrella body. 2. Such disclosure being acceptable to us. 3. Proof of identity – Passport, Driver’s Licence, Birth Certificate, Marriage Certificate. 4. Two satisfactory written references. 5. That you will supply a photograph of yourself for retention in your records. |

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| **DECLARATION (Please read carefully before signing this application)** |
| 1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. 2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves right the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act. 3. I agree that my previous employers may be approached for references. I also agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a standard or enhanced (as appropriate) disclosure. I understand that should I fail to do so, or should the disclosure or reference not be satisfactory, any offer of employment may be withdrawn or my employment terminated.  |  |  | | --- | --- | | Signed: |  | | Date: |  | |

**EMPLOYEE PERSONAL INFORMATION PRIVACY NOTICE**

Avon Care Homes care about your privacy and are committed to processing your personal information in accordance with fair information practices and applicable data privacy laws.

**Scope**

This notice explains how Avon Care Homes handles the personal information of employees, applicants, former employees, dependants, contractors and temporary agency workers in the course of its human resources activities. We may amend this notice from time to time, should it become necessary to do so. This notice may also be supplemented by other statements as needed to comply with local requirements in the country where you live, or where employees’ representation agreements exist.

**Aims**

This Notice tells you what personal information Avon Care Homes collects about Avon Care Homes people, why we need it, how we use it and what protections are in place to keep it secure.

**Privacy**

It is Avon Care Homes policy to:

• Process your personal information fairly and in accordance with applicable laws;

• Tell you (either directly or in our policies) about how we will use your personal information;

• Only collect personal information from you when we need it for legitimate purposes, or legal reasons;

• Ensure that your personal information is adequate, relevant and not excessive for the purpose for which we collect it;

• Not keep your personal information for longer than we need to;

• Keep your personal information secure, and limit the people who can access it;

• Ensure that you know how to access your personal information and exercise your rights in relation to it, including being able to keep it accurate and up-to-date; and

• Ensure that any third parties we share your personal information with take appropriate steps to protect it.

**Collection and Use of Personal Information**

We collect and use different types of personal information about you, depending on your circumstances, your role and the law, which may include:

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| **Type of information** | **Examples Please note that the examples are illustrative and non-exhaustive.** |
| **Information about you:** | Name, address, date of birth, marital status, nationality, race, gender, religion, and preferred language, details of any disabilities, work restrictions and/or required accommodations. |
| **Information to contact you at work or home:** | Name, address, telephone, and e-mail addresses. |
| **Information about who to contact in a case of emergency (yours or ours):** | Name, address, telephone, e-mail addresses and their relationship to you. |
| **Information to identify you:** | Photographs, passport and/or driving license details, birth certificate, marriage certificate, electronic signatures. |
| **Information about your skills and experience:** | CVs, resumes and/or application forms, references, records of skills and experience: qualifications, skills, training, educational awards, certificates and licenses, vocational records and in-house training attendance; |
| **Information about your performance related data** | Objectives, ratings, comments, feedback results, career history, career and succession planning, skills and competencies and other work-related qualifications |
| **Information about your terms of employment with Avon Care Homes** | Letters of offer and acceptance of employment, your employment contract. |
| **Information that we need to pay you:** | Bank account details, national insurance or social security numbers (where applicable) salary. |
| **Information that we need to provide you with benefits and other entitlements:** | Length of service information, health information, leave requests. |
| **Information to allow you to access our buildings and systems:** | Computer access and authentication information, identification and authorisation codes, passwords, photographs, video images. |
| **Information relating to your performance at work:** | Performance ratings, leadership ratings, targets, objectives, records of performance reviews, records and/or notes of 1 to 1s and other meetings, personal development plans, personal improvement plans, correspondence and reports. |
| **Information relating to discipline, grievance and other employment related processes:** | Interview/meeting notes or recordings, correspondence ,disciplinary records, background check reports. |
| **Information relating to your work travel and expenses.** | Bank account details, passport, driving licence, vehicle registration and insurance details. |

**We process personal information for the following purposes:**

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| **Purposes for which we need your personal information:** | **Examples Please note that the examples are illustrative and non-exhaustive.** |
| **Recruitment.** | • To assess your suitability to work for Avon Care Homes  • To perform requisition and applicant management activities  • To perform precision matching to job vacancies  • To conduct screening, assessments and interviews  • To maintain a library of correspondence  • To make offers and provide contracts of employment  • To conduct pre-employment checks, including determining your legal right to work and carrying out criminal record and credit checks where applicable |
| **Human Resources (“HR”), finance and other business administration purposes.** | Organisational planning and development and workforce management   * Compensation, payroll, and benefit planning and administration, including salary, tax withholding, tax equalization, awards, insurance and pensions * Workforce development, education, training and certification;   • Performance management   * Problem resolution, including carrying out internal reviews, grievances, investigations, audits * Business travel and expense management * Administration of flexible work arrangements * Work-related injury and illness, including the management of employee Health & Safety, and disabilities * To provide HR support and case management * To communicate with you and to facilitate communication between you and other people * Compliance and compliance reporting, including conflict of interest and gifts and hospitality reporting * Risk management * Project Management * Training and quality purposes |
| **Security purposes** | * Physical access control * Authorizing, granting, administering, monitoring and terminating access to or use of BT or third party facilities, records, property and infrastructure including communications services such as business telephones and email/internet use * CCTV * Prevention and detection of crime. |
| **Information Technology (“IT”) administration purposes:** | * IT Systems access control and use monitoring   • IT fault reporting, management and resolution  • Systems administration, support, development, management and maintenance. |
| **Legal purposes** | • To comply with our legal obligations. |

**How do we protect your personal information?**

We have security arrangements in place to guard against unauthorised access, improper use, alteration, destruction or accidental loss of your personal information. You are required to help with this by ensuring that your own personal information and that of your colleagues and third parties are kept secure. You should not share your (or anybody else’s) personal information unless there is a genuine business reason for doing so. We take appropriate organisational and technical security measures and have rules and procedures in place to ensure that any personal information we hold on computer systems is not accessed by anyone it shouldn’t be. When we use third party organisations to process information on our behalf we ask them to demonstrate their compliance with our security requirements, and any instructions we may give them and their compliance with relevant data protection legislation throughout the time they work for Avon Care Homes. These organisations take their instructions from us and their obligations with regard to what information they process and what they can do with it are agreed in the contracts we have with them.

**How can you request access to the personal information Avon Care Homes holds about you?**

If you have any questions about the personal information that we hold about you we suggest that you speak to your line manager or Home Manager in the first instance. Further information regarding how you can make a data subject access request can be found in our policy.

**Accuracy**

We take reasonable steps to ensure that personal information is accurate, complete, and current. Please note that you have shared responsibility with regard to the accuracy of your personal information. Please notify your Home Manager of any changes to your personal information.

**Retention**

Your personal information will be retained as long as necessary to achieve the purpose for which it was collected, usually for the duration of any contractual relationship and for any period thereafter as legally required or permitted by applicable law.

**Notice Owner**

Avon Care Homes