PART 1 Point House Residential care home Job Application form

A drawing of a house and butterflies

Description automatically generated

|  |  |
| --- | --- |
| Your thoughts – worries | Our answers - |
| job security and monthly income | Contracted fixed hours and shifts, so you always know when you will be working, and you can plan your days off |
| you don’t have to have any experience | Point House will fully support you, giving you 1:1 staff support. All training and guidance |
| you don’t have to be good at spelling | That’s not a problem – lots of us cannot spell |
| Worried about a new job? | DON’T ☺ we are a family run business, friendly, very supportive, we all will make you feel welcome, and at home. |
| Worried about training? | No need to be - all staff will help and support you in all training needs |
| Dress – code | To Be comfortable in your own clothing |
| Sometimes you might need to change shifts | We can accommodate this, swap a shift, or we will help |
| Got problems ……. | Always Being able to speak honestly, freely, and openly, we have an open-door policy |
| Having problems at Work, or home | We have an appointed member of staff, that is here for everyone, someone to talk to in private & confidential. |

**How did you find out about us**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Website | Facebook | TikTok | Instagram | Snapchat | Twitter | Walk in | A Friend | Word of Mouth | Other |
|  |  |  |  |  |  |  |  |  |  |

Supporting statement:

Please tell us why you applied for this job, in your own words, and why you think you are the best person for the job.

|  |
| --- |
|  |

**Please complete this application form.**

|  |  |
| --- | --- |
| **Information** | **Tick to understand and agree √** |
| Our starting rate of pay is £11.44 per hour. |  |
| Once training is completed your hourly rate of pay will go up too £12.00 per hour. |  |
| We are paid monthly, and at the end of each month by bacs. |  |
| We work all over the Christmas period |  |
| If you start halfway through a working month, your pay will be added to the next months payroll. |  |
| Any hours, or monies owed to Point House, or you, will be deducted and calculated for the following months’ payroll |  |
| All handover’s will start 10 minutes before your working shift, therefore you must arrive on time. |  |
| To follow all company policies and procedures by Point House. |  |
| To take part in staff meeting and training sessions |  |

**Your details:**

|  |  |
| --- | --- |
| Application for: |  |
| Date: |  |
| Full Name: |  |
| Address: |  |
| Postcode: |  |
| Phone landline: |  |
| Phone mobile: |  |
| Email: |  |
| When could you start, date: |  |
| Notice period: |  |
| Any holidays booked for this year: |  |
| How did you find out about us: |  |
| Do you know any of the staff that work here: |  |
| Do you know any of the clients that live here. |  |

Interview arrangements and availability:

If you have a disability, please tell us if there are any reasonable adjustments, we can make to help you in your application or with our recruitment process.

|  |
| --- |
|  |

## Applicants are requested to tick the relevant boxes below to enable the organisation to monitor its equal opportunity policy. Monitoring is recommended by the Codes of Practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of sex and marital status. This information is used for no other purpose and will be treated as confidential.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White – British |  | Mixed – White and Black Caribbean |  | Asian/Asian British – Indian |  |
| White – Irish |  | Mixed – White and Black African |  | Asian/Asian British – Pakistani |  |
| White – Other |  | Mixed – White and Asian |  | Asian/Asian British – Bangladeshi |  |
| Mixed – Other |  | Black/Black British – Caribbean |  | Male |  |
| Black/Black British – African |  | Black/Black British – Other |  | Female |  |
| Other Asian Background |  | Arab |  | Chinese |  |
| Other |  |  |  |  |  |

School **/** Education and training Please give details:

|  |  |  |  |
| --- | --- | --- | --- |
| Dates from | Dates to | Schools attended | Examinations (subjects/results) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Further education and training Qualifications, please give details: Care Qualifications NVQ’s

|  |  |  |  |
| --- | --- | --- | --- |
| Dates from | Dates to | attended | Qualifications |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Full Employment history (when leaving full time Education)

Your current or most recent employer:

|  |  |
| --- | --- |
| Name of employer: |  |
| Company name: |  |
| Full Address: |  |
| Postcode: |  |
| Email: |  |
| Telephone: |  |
| Job title: |  |
| Pay: |  |
| Length of time with employer: |  |
| Reason for leaving: |  |
| Start date: |  |
| End/leaving date: |  |

All other Previous employment history: Please tell us about all other jobs you have done, with dates that follow

A.

|  |  |
| --- | --- |
| Name of employer: |  |
| Company name: |  |
| Full Address: |  |
| Postcode: |  |
| Email: |  |
| Telephone: |  |
| Job title: |  |
| Pay: |  |
| Length of time with employer: |  |
| Reason for leaving: |  |
| Start date: |  |
| End/leaving date: |  |

B.

|  |  |
| --- | --- |
| Name of employer: |  |
| Company name: |  |
| Full Address: |  |
| Postcode: |  |
| Email: |  |
| Telephone: |  |
| Job title: |  |
| Pay: |  |
| Length of time with employer: |  |
| Reason for leaving: |  |
| Start date: |  |
| End/leaving date: |  |

C.

|  |  |
| --- | --- |
| Name of employer: |  |
| Company name: |  |
| Full Address: |  |
| Postcode: |  |
| Email: |  |
| Telephone: |  |
| Job title: |  |
| Pay: |  |
| Length of time with employer: |  |
| Reason for leaving: |  |
| Start date: |  |
| End/leaving date: |  |

Gaps of employment (all dates must match with no gaps)

|  |  |  |
| --- | --- | --- |
| Dates from | Dates to | Reason for gaps |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Disclosure and Barring Service (DBS) check.

subject to disclosure

do you have anything to disclose to us? YES / NO

If yes, please disclose on a separate sheet, and not included in this document.

This policy reflects the Disclosure and Barring Service guidance (2023) on how care services should make referrals to its barred list(s) under the circumstances and conditions that they are legally required to do so. The DBS is common to England and Wales. The DBS was established under the Protection of Freedoms Act 2012 to provide a joined-up service for England and Wales combining the criminal records and barring functions. The DBS has developed its own procedures for making referrals in line with the requirements of the Protection of Freedoms Act 2012, which are different in some important respects from those that previously operated.

**Point House do not hold a Certificate of sponsorship licence (CoS).**

UK Visas and Immigration (UKVI)

What date did you come to live in the UK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you need a work permit to work in the UK:

YES / NO if yes please complete ↓ Do you have all documentation to support this. YES/NO

|  |  |  |
| --- | --- | --- |
| Start date of permit | End date of permit | date to reply for permit |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## **I**f you have lived in the UK less than 5 years, please give us the addresses you have lived at for the last 10 years.

|  |  |  |
| --- | --- | --- |
| Date - from | Lived at this address & Post code | TO - End date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I authorise Point House to obtain references to support this application:

I am happy for Point House to obtain a reference about me before employment is offered:

YES / NO Sign: Date:

**Referee 1**

|  |  |
| --- | --- |
| Employers full name & Company: | |
|  | |
| Full address & Postcode | |
|  | |
| Telephone number (landline) | |
|  | |
| Mobile Number: | |
|  | |
| Email | |
|  | |
| Employed from: | Employed to/ date you left employment: |
|  |  |
| Job Title/ Brief job Description: | |
|  | |
| Reason for leaving: | |
|  | |

**Referee 2**

|  |  |
| --- | --- |
| Employers full name & Company: | |
|  | |
| Full address & Postcode | |
|  | |
| Telephone number (landline) | |
|  | |
| Mobile Number: | |
|  | |
| Email | |
|  | |
| Employed from: | Employed to/ date you left employment: |
|  |  |
| Job Title/ Brief job Description: | |
|  | |
| Reason for leaving: | |
|  | |

**Extra Information**

|  |  |
| --- | --- |
| Our questions | Your answers |
| Do you have any days of the week you cannot work, please let us know |  |
| Do you have any planned holidays for this year, if yes, please let us know. |  |
| Any hours that you cannot work, please let us know. |  |
| Any special requirement we need to know about |  |
| Anything we need to know about you that you need support with |  |

## Declaration

I confirm that to the best of my knowledge the information I have provided on this application form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

Thank you for applying for a vacancy with us. (Point House opened in 1980)

Point House is a Family, friendly, independent care home with over 44 years' experience, providing good quality care and support to our lovely client group. We truly believe that caring is a vocation not just a job, or role. We understand the pressures of the role, that is why we ensure that all our family friendly workers are valued, respected, and always supported. We have many long-serving employees, which reflects the happy working environment we promote and work hard towards.We are more of a supported living care home, than residential.