



AGA RECRUITMENT SOLUTIONS RECRUITMENT POLICY

It is the company's policy to employ the best qualified personnel and provide equal opportunity for all employees, or potential employees, and embraces the principle that all people shall be treated equally, regardless of their age, gender, ethnic origin, nationality, colour, religion, marital status, sexual orientation, religion or belief, disability, or offending background.

Job Application Form

Vacancy Title:

Please tell us how you heard about this vacancy:

1. Personal details

First Name: Last Name:

Address:

Postcode:

Telephone No: Mobile No:

E-mail address:

D.O.B: National Insurance No:

Qualified Nurses and Social Workers only

NMC PIN/Registration No:

Expiry/Renewal Date:

Are you permitted to work in the United Kingdom? Yes No

Do you have a full Driving Licence that allows you to drive in the UK? Yes No

Do you have access to a car that you can use for work? Yes No

DBS application ref No: Issue Date:

2. Bank details

Name of the bank: Account Name:

Sort Code: Account No:

3. Preferred hours

Full time

Part time

Flexible

4. Next of kin

First Name:

Last Name:

Address:

Postcode:

Relationship:

Telephone No.

E-mail address:

5. Education/Qualifications

School/ College/University	Dates	Qualification and Grade

Mandatory and Induction Training (this applies to all healthcare and support workers)	Date Trained	Expiry Date
Moving and Handling		
Health and Safety		
Food Hygiene		
Fire Safety		
Infection Control		
Dementia		
Safeguarding of Vulnerable Adults		
Personal Care		
First Aid		
Challenging Behavior		
Medication		
First Aid		

6. Employment History if no CV available

Current or most recent employer or provide CV

Name of Employer:			
Address:			
	Postcode:		
Position Held:			
Date Started:		Leaving Date:	
Reason for Leaving:			
Salary on leaving this post:		Contact Name of Line Manager for reference:	

Previous employer

Name of Employer:			
Address:			
	Postcode:		
Position Held:			
Date Started:		Leaving Date:	
Reason for leaving:			
Salary on leaving this post:		Contact Name of Line Manager for reference	

7. Convictions/ Disqualifications

To ensure the safety of our clients/members a DBS check must be completed for all positions. A criminal record will not necessarily be a bar to obtaining a job. If a check is returned and reveals any information, this will be discussed with the applicant. A decision will be made as to whether the offer of employment should be withdrawn.

Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.

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