

Application Form

Position Applied For:.....

Full Name:.....

Preferred Name:

Any previous names:.....

Address:.....

.....

Postcode:.....

Telephone Numbers:

Home:.....

Work:.....

Mobile:.....

Other:.....

Email address:.....

National Insurance Number:.....

Sex (required for allocation of personal care duties):

☐ Male ☐ Female

Name of Next of Kin:.....

Contact Telephone Number for Next of Kin:.....

Would you please tick one of the following boxes to confirm your age range:

14 to 16 ☐ 16 to 18 ☐ over 18 ☐

Please list below details of your previous employment starting with your last job first.
Please continue on a separate sheet if necessary:

Establishment/ Company	From/ To (Dates)	Position	Reason for Leaving

Please give details of any gaps in your employment history:

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Please list below details of your education, training and qualifications. Please continue on a separate sheet if necessary:

Date	Establishment	Course	Qualification

Please provide details of two references. Where applicable, one of your referees must include your last place of employment where you worked for more than three months with children or vulnerable adults. If you have previously worked in a position which involved contact with children or vulnerable adults, we must obtain written confirmation (so far as is reasonably practicable) of the reasons why you ceased to work in that position.

Name	Name
Company	Company
Position:.....	Position:.....
Address	Address
Telephone Number	Telephone Number
Email Address:	Email Address:

Right to Work in UK

Do you currently have the legal right to work in the United Kingdom?

☐ Yes ☐ No

Please indicate your current right to work status (tick one):

- ☐ UK citizen
☐ Irish citizen
☐ EU/EEA citizen with Settled or Pre-Settled Status
☐ Student visa
☐ Skilled Worker visa (sponsored by another employer)
☐ Dependant or spouse visa
☐ Other (please specify): _____

Do you require sponsorship from a UK employer under the Home Office points-based immigration system (e.g. Skilled Worker visa)?

☐ Yes ☐ No ☐ Not sure

⚠ Please note: All applicants must provide original documentation to confirm their right to work in the UK.

This is a legal requirement under the Immigration, Asylum and Nationality Act 2006.

You will be asked to provide this documentation before any offer of employment can be confirmed. Please see “Documentary Evidence Required” section towards the end of this form.

Ability to Carry Out Role-Specific Physical Duties

Roles at Pinewood Residential Home involve practical tasks that may include:

- Long periods of standing or walking
- Bending (including prolonged bending over kitchen sinks or resident beds), stretching, or working at low levels (e.g. cleaning below waist or reaching machines)
- Moving or handling people (including assisting with turning or repositioning people in bed), trolleys, deliveries, furniture or laundry
- Pushing wheelchairs, tea trolleys, laundry or cleaning equipment around the building
- Working with equipment such as hoists (including turning and moving hoists on carpeted areas), cleaning tools, kitchen sinks or laundry machines
- Carrying out tasks at a steady and responsive pace to ensure all work is completed within the shift time

Are you able to carry out the physical tasks required for the role you are applying for, with or without reasonable adjustments or support (such as mobility aids)?

☐ Yes ☐ No ☐ Not sure

If you answered No or Not sure, please provide any relevant details or let us know if you would prefer to discuss this confidentially:

Ability to Communicate and Work Safely with Others

Roles at Pinewood Residential Home involve working directly with vulnerable adults and as part of a team. This requires:

- Clear, respectful and calm communication with residents, family members and colleagues
- Understanding and responding to residents' needs, preferences and behaviours
- Following verbal and written instructions accurately
- Maintaining attention and awareness in a busy, sometimes unpredictable care environment
- Remaining calm, professional and supportive even when residents or families are emotional, distressed or verbally challenging
- Working cooperatively with colleagues during shared tasks (e.g. using hoists, moving residents)

Are you able to carry out these aspects of the role consistently and reliably, with or without reasonable adjustments?

☐ Yes ☐ No ☐ Not sure

If you answered No or Not sure, please provide any relevant details or let us know if you would prefer to discuss this confidentially:

Criminal Records and Safeguarding

This role is classed as a “regulated activity” with vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are required to disclose any criminal convictions or cautions, including those that are spent, **unless they are protected (filtered) under the DBS filtering rules.**

For more guidance on what you do or do not need to disclose, please visit:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record>

Have you ever been convicted of a criminal offence (including spent convictions)?

☐ Yes ☐ No

Have you ever received a police caution, warning or reprimand?

☐ Yes ☐ No

If you have answered Yes to either question, please provide details:

Disciplinary Proceedings in Previous Employment

Have you ever been the subject of disciplinary proceedings by a current or former employer (including dismissal, suspension or formal warning)?

☐ Yes ☐ No

If Yes, please provide details:

Privacy and Data Protection

Pinewood Residential Home is committed to protecting your personal data in accordance with the UK GDPR and Data Protection Act 2018.

By submitting this application form, you confirm that the information you provide is accurate and complete. You consent to Pinewood Residential Home processing your personal data for the purposes of recruitment and, if successful, employment.

For full details on how we use and protect your data, please refer to our full Privacy Policy, available on request.

Documentary Evidence Required

If you are invited to interview, please bring original documents to confirm your identity and right to work. These are legal requirements and must be completed before any offer of employment can be confirmed.

1. Proof of Identity for DBS Check

You will need to bring three original documents, including:

- One document with a photograph (e.g. passport or photocard driving licence)
- One document showing your current home address
- A third supporting document from the lists below

Examples of acceptable documents include:

- A valid (including in date) passport (UK or international)
- A valid (including in date and registered to your current address) UK photocard driving licence
- A birth or adoption certificate
- A marriage or civil partnership certificate
- A recent utility bill (gas, electric, water or landline – dated within the last 3 months)
- A recent bank or building society statement – dated within the last 3 months
- A letter from HMRC, DWP or other government agency – dated within the last 3 months
- A P45 or P60 issued within the last 12 months, or a payslip dated within the last 3 months showing your National Insurance number



Important:

All documents must be originals (no scans or photocopies)

Documents must be in your own name

Address documents must show your current home address

A full list of acceptable identity documents is available on the UK Government's website:

www.gov.uk/government/publications/dbs-identity-checking-guidelines

2. Proof of Right to Work in the UK

All applicants must also provide evidence of their legal right to work in the United Kingdom. This may include:

- A valid UK or Irish passport
- A passport or immigration status document showing indefinite leave to remain, settled status, or permission to work
- A Biometric Residence Permit (BRP)
- A full UK birth or adoption certificate with proof of National Insurance number

If you have immigration status under the EU Settlement Scheme, a Skilled Worker visa, a Student visa, or another route, please provide:

- Your Home Office share code and
- Your date of birth

We will use your share code to verify your status using the official GOV.UK system.

You can obtain a share code here:

<https://www.gov.uk/prove-right-to-work>

3. Proof of Qualifications and Training

If you hold any qualifications or have completed training relevant to the role you are applying for (e.g. Care Certificate, Manual Handling, Food Hygiene, First Aid), please bring original certificates or training records with you to interview.

We are required to verify qualifications before employment can begin. If you are unable to bring certificates to interview, they must be provided before your start date.

Declaration

I declare that the information I have provided in this application is true, complete and accurate to the best of my knowledge. I understand that any false statement or omission may result in the withdrawal of any job offer or, if employed, in disciplinary action or dismissal.

I give permission for Pinewood Residential Home to contact my referees before a final offer of employment is confirmed

I confirm that:

- I understand this role is exempt from the Rehabilitation of Offenders Act 1974 and that I must disclose any convictions or cautions that are not protected (filtered).
- I consent to the processing of my personal data for recruitment purposes, in accordance with the UK GDPR and Pinewood Residential Home's privacy policy.
- I understand that any offer of employment will be subject to satisfactory pre-employment checks, including references, right to work in the UK, and (where applicable) a DBS check.
- I will provide original documentation to confirm my identity, qualifications and right to work in the UK as requested.

Signature: _____ Date: _____

Full Name (print): _____

Confidential Equality and Diversity Monitoring Form

(To be detached and stored separately from your application)

Completion of this section is entirely voluntary. The information collected is used only for monitoring the effectiveness of our recruitment process and to ensure compliance with the Equality Act 2010.

Date of Birth ____ / ____ / ____

Ethnic Background						
White	<input type="checkbox"/> English, Welsh, Scottish, Northern Irish or British					<input type="checkbox"/> Irish
<input type="checkbox"/> Any other White background (please specify):						
Mixed	<input type="checkbox"/> White and Black Caribbean			<input type="checkbox"/> White and Black African		
<input type="checkbox"/> White and Asian						
<input type="checkbox"/> Any other Mixed background (please specify):						
Asian	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi		<input type="checkbox"/> Chinese	
<input type="checkbox"/> Any other Asian background (please specify):						
Black	<input type="checkbox"/> African	<input type="checkbox"/> Caribbean		<input type="checkbox"/> Latin American Black		
<input type="checkbox"/> Any other Black background (please specify):						
Other	<input type="checkbox"/> Arab	<input type="checkbox"/> Middle Eastern				
<input type="checkbox"/> Any other ethnic group (please specify):						
Disability	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say			
Religion or Belief	<input type="checkbox"/> No religion	<input type="checkbox"/> Christian	<input type="checkbox"/> Muslim	<input type="checkbox"/> Hindu	<input type="checkbox"/> Sikh	<input type="checkbox"/> Jewish
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Other (please specify):					
<input type="checkbox"/> Prefer not to say						
Sexual Orientation	<input type="checkbox"/> Heterosexual / Straight		<input type="checkbox"/> Gay or Lesbian		<input type="checkbox"/> Bisexual	
<input type="checkbox"/> Pansexual	<input type="checkbox"/> Asexual	<input type="checkbox"/> Other (please specify)				
<input type="checkbox"/> Prefer not to say						
Gender Identity	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Non-binary		<input type="checkbox"/> Transgender	
<input type="checkbox"/> Other (please specify)						
<input type="checkbox"/> Prefer not to say						
Is your gender identity the same as the sex you were assigned at birth?						
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say				