

Return your completed Application form to:  
**Hosanna Social Care Services, LTD.**  
**Unit 4, cross street Industrial estate,**  
**Cross street north, Wolverhampton**  
**WV1 1PP.**

01902470073/07985733910

www.hosannacare.com



Hosanna Social Care

Please complete this accurately, giving as many details as possible. Short listing will be based on the information gathered from the form, read in conjunction with the job description. All applicants will be considered equally.

Position Applied for:		Yes	No
<b>Job Title:</b>	<b>Work Availability:</b> The information provided will enable us to match you with the needs of our clients and may affect the type/ location of position you are considered for.	<b>I am able to work Sleepovers</b>	
<b>Job Location:</b>		<b>I am able to work Waking Nights</b>	
<b>Reference Number of advert/role:</b>		<b>I am able to work Weekends</b>	
<b>Where did you see post advertised?</b>		<b>I cannot start before</b>	
		<b>I cannot work later than</b>	
<b>Weekly Availability * Please indicate any days you would be unavailable</b>			
Many of the individuals we support require 24/7 care, as such we require a degree of flexibility from staff, the availability indicated will be taken into account however we aim to match individuals with the needs of our service users.  Shift patterns vary from week to week/service to service. <b>The availability you provide may reduce, restrict or eliminate the position we may be able to offer you.</b>		<b>Mon</b>	<b>Tue</b>
		<b>Wed</b>	<b>Thu</b>
		<b>Fri</b>	<b>Sat</b>
		<b>Sun</b>	
		<b>AM</b>	<b>AM</b>
		<b>PM</b>	<b>PM</b>
		<b>AM</b>	<b>AM</b>
		<b>PM</b>	<b>PM</b>
		<b>AM</b>	<b>AM</b>
		<b>PM</b>	<b>PM</b>

1. Personal Details:										
<b>Surname:</b>		<b>Forename:</b>								
<b>Preferred Title:</b>		<b>Preferred Name:</b>								
<b>National Insurance Number:</b>										
<b>Primary Address:</b>										
								<b>Postcode:</b>		
	<b>Telephone:</b>		<b>Do you hold a full &amp; Current UK Driving License?</b>					<b>Yes</b>	<b>No</b>	
<b>Mobile:</b>		<b>Details of Current</b>								

		Endorsements if any:		
Email Address:		Do you have daily use of a vehicle	Yes	No
Dates at Address:	To	Do you currently work for HSCS	Yes	No
Do you have any relatives who work for HSCS?			Yes	No

## 2. Full Employment History:

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand please attached an up to date Curriculum Vitae with your application.

<b>1. Current/Most recent employer/organisation</b>				
Name:				
Address				
Job Title		Period of Employment	From	To
Brief description of responsibilities and duties:				
Reason for Leaving/Changing		Notice Period		
<b>2. Employer/organisation</b>				
Name:				
Address				
Job Title		Period of Employment	From	To
Brief description of responsibilities and duties:				
Reason for leaving/Changing				
<b>3. Employer/organisation</b>				
Name:				
Address				
Job Title		Period of Employment	From	To
Brief description of responsibilities and duties:				
Reason for Leaving/Changing				
<b>4. Employer/organisation</b>				
Name:				

<b>Address</b>			
Job Title		<b>Period of Employment</b>	<b>From</b>
			<b>To</b>
Brief description of responsibilities and duties:			
Reason for Leaving/Changing			

### 3. Education

Name of School/College/University/training Body	Subject Studied	Qualification/Level	Date Gained

### 4. Training

Please list any training you have received or courses which did not lead to a qualification which you feel are relevant to the advertised post

Training Course	Date

## 5. Relevant Experience/Skills & Interests

Please describe, in brief, any relevant experience to support your application, and how this might help you to fulfill this role (continue on a separate sheet if necessary).

In line with the personalisation agenda we aim to ensure that the individual not only has the relevant skills and experience for the role but that we achieve a good match with the people we support. We provide services to a wide variety of individuals with different requirements and personal interests. Please use this section to provide a brief record of your personal interests including any hobbies, interests, second languages etc which may aid the selection process.

### Interests/Hobbies/Second Languages:

## 6. References

Please provide **TWO** referees who are known in an employment/professional relationship. One referee should be your present employer or your personal tutor if you are a full time student. **Please note character references from friends are only accepted in special circumstances.**

<b>Referee 1</b>			
Title & Name:			
Position:			
Relationship:			
Address:			
Email:		Tel:	
<b>May we obtain reference prior to interview?</b>		<b>YES</b>	<b>NO</b>

<b>Referee 2</b>			
Title & Name:			
Position:			
Relationship:			
Address:			
Email:		Tel:	
<b>May we obtain reference prior to interview?</b>		<b>YES</b>	<b>NO</b>

Please note, as part of our reference request we will seek information relating to any investigation/disciplinary action/formal/ informal warnings issued to you. Please provide details of any investigation/warnings you were subject to:

## 7. Criminal Convictions

You must disclose any unspent and/or safeguarding offences, criminal convictions, cautions, reprimands or warnings under the under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. In the event of employment, any failure to disclose such information could result in disciplinary action or dismissal from the company.

Do you have:

Unspent cautions or convictions relating to an offence from a list agreed by Parliament (see <a href="https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check">https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check</a> )	YES	NO
Cautions given less than 6 years ago (if you were over 18 at the time of caution)	YES	NO
Cautions given less than 2 years ago (if you were under 18 at the time of caution)	YES	NO
More than 1 Conviction	YES	NO
Convictions that have resulted in a custodial sentence (regardless of whether served)	YES	NO
Convictions given less than 11 years ago (if over 18 at the time of conviction)	YES	NO
Convictions given less than 5.5 years ago (if under 18 at the time of conviction)	YES	NO
Have you subscribed to the DSB update service?	YES	NO
If yes, do you consent to HSCS carrying out a status check (and subsequent status checks during our employment)?	YES	NO

## 8. Eligibility to work in UK

It is a requirement under the Immigration, Asylum and Nationality Act 2006 that we obtain information regarding entitlement to live and work in the UK as it makes it an offence to employ a person who has no entitlement to work in the UK.

<b>Are there any restrictions regarding your employment?</b>	<b>YES</b>	<b>NO</b>
<b>Do you require a work permit or Visa?</b>	<b>YES</b>	<b>NO</b>

## 9. Declaration & Signature

The information supplied in this application form is accurate to the best of my knowledge. By signing and returning this application form I consent to Hosanna Social Care Services Ltd to use and keep the information provided by me relating to my application or future employment. Any failure to disclose/ providing accurate information could result in disciplinary action or dismissal from the company. I understand that the appointment, if offered, will be subject to the information given on this form being correct. I also understand that the appointment will be subject to suitable **references**, provision of **proof of eligibility to work in the UK** and suitable **Disclosure and Barring Service Check/Protection of Vulnerable Groups Scheme check**.

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
--------------	-------------------	--------------

**Thank you for completing the form. Please send your completed form in the envelope provided, together with your completed Equal Opportunities monitoring form along with a copy of your current CV. The information on this form will be processed in accordance with the Data Protection Act 1998**