



Application Form

t: +44 20 3832 2660

e: careers@reliance247.co.uk

w: www.reliance247.co.uk

Personal Details

Title	<input type="text"/>	Sex	Female <input type="checkbox"/>	Male <input type="checkbox"/>			
First name	<input type="text"/>	Last name	<input type="text"/>				
Address	<input type="text"/> <input type="text"/>						
Post code	<input type="text"/>	Mobile	<input type="checkbox"/>	Landline	<input type="checkbox"/>	Other	<input type="checkbox"/>
Phone	<input type="text"/>	Mobile	<input type="checkbox"/>	Landline	<input type="checkbox"/>	Other	<input type="checkbox"/>
Other phone	<input type="text"/>	Mobile	<input type="checkbox"/>	Landline	<input type="checkbox"/>	Other	<input type="checkbox"/>
Email address	<input type="text"/>						
NI number	<input type="text"/>						
Nationality	<input type="text"/>		Date of Birth	<input type="text"/>			
PIN (Qualified Nurses)	<input type="text"/>		Expiry Date	<input type="text"/>			
SIA Licence (Security)	<input type="text"/>		Expiry Date	<input type="text"/>			
Other (Relevant)	<input type="text"/>						

Do you have a Drivers' License? Yes No

Do you have the use of your own vehicle or access to a vehicle for work? Yes No

Availability (application information)

Position applied for (HCA, Support Worker, Security)

Availability (Tick box) Days Nights Permanent Temporary Weekends only

Can you work in the UK? Yes No **Are you a UK citizen?** Yes No

Working/Visa status Work Permit Student Visa Unrestricted

Are your relevant trainings up to date? Yes No **If yes, expiry date**

Why do you feel you'll be suited to agency work?

Employment History

We are required by law to make sure we know about the work you have done in the past five years, as well as the periods you may have spent out of employment. Therefore, please list your **full employment history** here, including any periods when you were not working (along with an explanation of what you were doing). You may use extra sheets if you need more space.

Please start with your current or most recent employment and work backwards.

1. Employer Details		2. Employer Details	
Company:	<input type="text"/>	Company:	<input type="text"/>
Referee name:	<input type="text"/>	Referee name:	<input type="text"/>
tel:	<input type="text"/>	tel:	<input type="text"/>
email:	<input type="text"/>	email:	<input type="text"/>
Position held/job role:	<input type="text"/>	Position held/job role:	<input type="text"/>
From (month/year):	<input type="text"/>	From (month/year):	<input type="text"/>
To (month/year):	<input type="text"/>	To (month/year):	<input type="text"/>
Reason for leaving:		Reason for leaving:	
3. Employer Details		4. Employer Details	
Company:	<input type="text"/>	Company:	<input type="text"/>
Referee name:	<input type="text"/>	Referee name:	<input type="text"/>
tel:	<input type="text"/>	tel:	<input type="text"/>
email:	<input type="text"/>	email:	<input type="text"/>
Position held/job role:	<input type="text"/>	Position held/job role:	<input type="text"/>
From (month/year):	<input type="text"/>	From (month/year):	<input type="text"/>
To (month/year):	<input type="text"/>	To (month/year):	<input type="text"/>
Reason for leaving:		Reason for leaving:	

Periods of Unemployment

Unemployment Details:

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Employment History

Please start with your current or most recent employment and work backwards.

<p>5. Employer Details</p> <p>Company: <input type="text"/></p> <p>Referee name: <input type="text"/></p> <p>tel: <input type="text"/></p> <p>email: <input type="text"/></p> <p>Position held/job role: <input type="text"/></p> <p>From (month/year): <input type="text"/></p> <p>To (month/year): <input type="text"/></p> <p>Reason for leaving: <input type="text"/></p>	<p>6. Employer Details</p> <p>Company: <input type="text"/></p> <p>Referee name: <input type="text"/></p> <p>tel: <input type="text"/></p> <p>email: <input type="text"/></p> <p>Position held/job role: <input type="text"/></p> <p>From (month/year): <input type="text"/></p> <p>To (month/year): <input type="text"/></p> <p>Reason for leaving: <input type="text"/></p>
<p>7. Employer Details</p> <p>Company: <input type="text"/></p> <p>Referee name: <input type="text"/></p> <p>tel: <input type="text"/></p> <p>email: <input type="text"/></p> <p>Position held/job role: <input type="text"/></p> <p>From (month/year): <input type="text"/></p> <p>To (month/year): <input type="text"/></p> <p>Reason for leaving: <input type="text"/></p>	<p>8. Employer Details</p> <p>Company: <input type="text"/></p> <p>Referee name: <input type="text"/></p> <p>tel: <input type="text"/></p> <p>email: <input type="text"/></p> <p>Position held/job role: <input type="text"/></p> <p>From (month/year): <input type="text"/></p> <p>To (month/year): <input type="text"/></p> <p>Reason for leaving: <input type="text"/></p>

Skills and Qualifications

Please tell us about any other relevant formal qualifications you have achieved (including any Maths or English qualifications): formal education

Name of School/College/other	Courses/Subjects/Qualifications	From	To

Professional Qualifications: professional, technical or management (course details and date taken)

Course name + details	Date taken

Training & Development: please give details of any training and development courses or non-qualification courses which support your application. Include on the job training as well as formal courses.

Course name + details	Date taken



Criminal Record

As you will be working with vulnerable people and we take our responsibility to protect them very seriously. Your appointment will depend on the satisfactory completion of a criminal records disclosure (see policy statement below), but at this stage, we need you to answer the following questions truthfully and honestly:

Have you received 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 by SI 210 1198)?

Yes

No

To your knowledge, are you currently the subject of any criminal proceedings (for example charged or summoned but not yet dealt with) or any police investigation?

Yes

No

If you answered 'yes' to either of the two previous questions, please provide details:

Do you consent to our applying for an enhanced criminal records disclosure on you and to our retaining a copy of your disclosure certificate during the period of your employment or until a new disclosure is completed (whichever occurs first)?

Yes

Note that if, once a criminal records disclosure has been completed, it is discovered that you have failed to accurately disclose the information requested above, the company reserves the right to terminate your employment without notice. Please be aware, however, that your having a criminal record will not necessarily mean we cannot employ you – if you would like to know more about our policy on the recruitment of ex-offenders, please ask.

Criminal records disclosures – our policy

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We will not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), we can only ask an individual about convictions and cautions that are not protected.

Suitability for the job

Have you read and understood the job description?

Yes

The position for which you are applying requires physical effort (including sitting, standing, carrying, walking, moving and handling people), mental effort (including dealing with emergencies and short-notice changes to work in a fast-paced environment) and possible emotional/psychological effort (including dealing with bereavement and challenging behaviour in a potentially stressful environment)

Do you have any health conditions that would prevent you from meeting these intrinsic requirements for which the company might need to make reasonable adjustments? (If yes, please be aware that we may need to discuss these with you at your interview)

Yes

No

If you answered 'yes', please provide brief details:

Declarations

Please read the following statements carefully. If there is anything you do not understand, please ask before you sign at the bottom of the page.

I, the job applicant named on the front of this form, confirm that the information I have given in this application is accurate and true to the best of my knowledge. I also understand and agree that:

- The company may make checks to verify the information I have provided;
- Providing misleading or false information in this form or at any other time during the application process may disqualify me from appointment or, if I have already been appointed, may result in my dismissal;
- The personal information I have provided in this form (and any other personal information that I or my referees may provide) is confidential and will be handled in line with the Data Protection Act 1998;
- The company will use the personal information I have provided to decide if I am suitable for the job I have applied for;
- Until I am employed, the company will not use my personal information for any purpose other than monitoring its own recruitment processes and that if the company does use my personal information for statistical analysis, it will be anonymised;
- If my application is unsuccessful, the company will keep only basic information about me and destroy the rest;
- If my application is successful, my personal information will be used for legitimate purposes in relation to my work (my contract of employment, which I will sign before I start work, will include further detail on how my information may be used);
- The company may process my personal information for the purposes described above or as otherwise permitted or required by law in line with its registration with the Information Commissioner;
- Any offer of employment will depend on the receipt of satisfactory employment references and the satisfactory completion of a criminal records disclosure (see part six above);
- I will be liable for the cost of my initial criminal records disclosure but that the company will bear the cost of any future disclosures that need to be made;
- I will be required to complete a pre-employment induction training programme prior to my starting work with the company;
- My attendance on the induction training programme will not indicate any offer (on the part of the company) or acceptance (on my part) of employment and that the time I spend on the induction programme will therefore not count as working time for the purposes of calculating the company's compliance with National Minimum Wage regulations;
- I will be liable for the cost of my induction training and any uniform given to me if I leave the company's employment and that this sum may be deducted from my wages.

Signed

Dated



Right To Work Form

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In order to comply with **Right to Work Requirements** you are required to provide all documents from **List A** and at least two document from **List B** prior to commencing your employment at **Reliance247**.

You will be expected to provide the original documents on your first day. Failure to do so will result in **Reliance247** withdrawing your offer of employment.

List A: Proof of Identification (The following are mandatory requirements—please provide copies)

A current Passport (including Visa or Biometric Residence Permit if applicable)	<input type="checkbox"/>
A current EU National Identity Card	<input type="checkbox"/>
Proof of National Insurance Number	<input type="checkbox"/>
DBS (Number) or copy (for Health Care Staff)	<input type="checkbox"/>
SIA License (Security staff)	<input type="checkbox"/>
PIN for Nurses	<input type="checkbox"/>
Mandatory Training – (Care Certificate or Manual Handling for HCA and Support Worker)	<input type="checkbox"/>
Two references (preferably past employers)	<input type="checkbox"/>
Photo (to create an ID card for you)	<input type="checkbox"/>
Copy of HMRC letter showing UTR number (Self employed)	<input type="checkbox"/>

List B: Proof of Current Address (select at least 2)

A current Driving Licence	<input type="checkbox"/>
A bank or credit card statement (from the last 3 months)	<input type="checkbox"/>
A utility bill (from the last 3 months)	<input type="checkbox"/>
A valid P45 / P60 issued in the current financial year	<input type="checkbox"/>
Rental Agreement	<input type="checkbox"/>
Other: please specify	

* Please note the options listed above are examples of acceptable documents. A full list of valid Right to Work documentation can be accessed through the following link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/378926/employers_right_to_work_checklist_november_2014.pdf

Signed

Dated



Starter Form

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The following are all mandatory requirements

Employee Details

Are you Self employed? Yes No

Self Employed—HMRC UTR
(UNIQUE TAX REFERENCE NUMBER)

Title

Address

First name

Last name

Post code

Email

Phone

Next of Kin

Title

Address

First name

Last name

Post code

Email

Phone

Further Information

Bank name

SIA License Number
(Security)

Account name

PIN Number (Nurses)

Bank Account #

National Insurance

Bank Sort Code

Availability (Tick box) Days Nights Permanent Temporary Weekends only

Medical Information

Please note any medication taken regularly

Signed

Dated