Fountain Care Ltd
Loving Care Ltd
Caring for adults in your community

Job Application

APPLICANT INFORMATION (Please complete in type or black ink using block capitals)	
Job Applied For:	
Surname:	First Name(s):
Address:	
Contact Phone Number:	E-mail:
Nationality:	Do you have the right to work & reside in the UK? **Yes/No**
If you have a visa, when does it expire?	
Do you have a full UK Driving Licence? **Yes/No** How long have you had your licence? Is your licence manual or automatic? Please list any endorsements/penalty points on your Driving Licence:	
Have you had the COVID 19 vaccination? **Yes/No** If yes – can you provide evidence of your vaccination status? **Yes/No** If no - are you prepared to have the COVID 19 vaccination? **Yes/No** ***Please not it is a condition of employment with Fountain Care Ltd or Loving Care Ltd that you have the COVID 19 vaccination.***	
Are you prepared to drive a company vehicle (our vehicles ARE NOT minibuses)? **Yes/No**	
Do you have any pre-booked holidays? **Yes/No** If Yes, please supply dates:	
What is your notice period?	

Disabilities
Fountain Care Ltd/Loving Care Ltd has a policy of guaranteeing an interview to all applicants with disabilities, as defined in the Equalities Act 2010, who meet the essential requirements of the job.

Do you consider yourself to have a disability? YES/ NO (Please circle)

Please advise us if you require any adjustments as part of the interview process:

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EMPLOYMENT HISTORY

Our regulators – The Care Quality Commission require that we have a comprehensive employment history for all staff that we employ.

Please fill in the table below, detailing all your employment/volunteering history, from the date you completed full-time education. Please explain any gaps. (please continue on another sheet if necessary).

NAME OF EMPLOYER	DATE FROM	DATE TO	JOB TITLE AND BRIEF DESCRIPTION OF DUTIES

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EDUCATION HISTORY

Our regulators – The Care Quality Commission require that we have comprehensive education records for all staff that we employ.

Please fill in the table below, detailing all your education from secondary school and any training that you have undertaken. Please explain any gaps (please continue on another sheet if necessary)

NAME OF SCHOOL/COLLEGE/UNIVERSITY	DATE FROM	DATE TO	QUALIFICATION OBTAINED

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REFERENCES

As part of our recruitment process, we are required to obtain two references covering the five years prior to the date of your application.

References **must** be from different people – you **must not** use people from the same company/organisation for all your references.

Your current and most recent employer **must** be a referee.

References must be provided for ALL jobs that involve work with vulnerable adults, young people, or children – NO MATTER HOW FAR BACK THIS GOES IN YOUR EMPLOYMENT HISTORY (please continue on a separate sheet if necessary)

Your line manager, HR department, or Lecturer are the only people who can provide a professional reference.

Any delay in obtaining your references can hold up the recruitment process and delay your start date. You are therefore advised to inform your referee's that we will be requesting a reference. We may ask you to chase references if they are not forthcoming.

If we are unable to secure satisfactory references within a reasonable timescale, we reserve the right to withdraw any offer of employment that we have made.

If you have any concerns about references, then this can be discussed with the interview panel.

Please give us the following information about your referee:

REFERENCE 1.

Their name:	
Their job title:	
The name of the organisation they work for:	
Their address:	
Their email address:	
Their phone number:	
Do they know we will be requesting a reference?	**YES/NO**

REFERENCE 2.

Their name:	
Their job title:	
The name of the organisation they work for:	
Their address:	
Their email address:	
Their phone number:	
Do they know we will be requesting a reference?	**YES/NO**

REFERENCE - CONTINUATION

Their name:	
Their job title:	
The name of the organisation they work for:	
Their address:	
Their email address:	
Their phone number:	
Do they know we will be requesting a reference?	**YES/NO**

Their name:	
Their job title:	
The name of the organisation they work for:	
Their address:	
Their email address:	
Their phone number:	
Do they know we will be	**YES/NO**

requesting a reference?	

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REFERENCE - CONTINUATION

Their name:	
Their job title:	
The name of the organisation they work for:	
Their address:	
Their email address:	
Their phone number:	
Do they know we will be requesting a reference?	**YES/NO**

REFERENCE - CONTINUATION

Their name:	
Their job title:	
The name of the organisation they work for:	
Their address:	
Their email address:	
Their phone number:	
Do they know we will be requesting a reference?	**YES/NO**

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Disclosure and Barring Update Service

Successful applicants who are not yet registered with the DBS update service will be required to register and apply for an Enhanced Criminal Records Check. Fountain Care Ltd/ Loving Care Ltd fully complies with the Disclosure and Barring Update Service Code of Practice which can be viewed at *www.gov.uk/dbs*

Job Application Form Declaration

I declare the information provided on this application form is true, complete, and accurate. I understand that if I have given any misleading or false information or made any omissions, this will be enough grounds for terminating my employment.

I provide my consent for Fountain Care Ltd/Loving Care Ltd to contact my references and to retain and process the information contained on the Job Application and the Diversity Monitoring Form for recruitment administration and equality monitoring purposes.

Applicant Signature	
Applicant Printed Name	
Date	

For Admin Purposes

Date Application Received	
Offered Interview	**YES/NO**
Successful at Interview	**YES/NO**