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Which position are you applying for:							
Homeland (Horrabridge)	The Lodge (Derriford)	Supported Living (Plymouth)	Full Time Days (40 hrs)	Part Time Days (30 hours)	Waking Nights (36 hours)	Bank Staff	Apprenticeship

**Your Details:**

Title: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Landline: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Do you need a work permit to take up employment in the UK: Yes\* / No

If yes, please provide details:

Do you hold a full UK Driving Licence: Yes / No      Do you have any Endorsements\*: Yes / No

\*If yes, please give details:

**Relationships:**

If you are related to a Director, or have a relationship with a Director or employee of Quality Lifestyle Ltd, please state their name & your relationship:

Education & Training			
High School	From	To	Examinations & Results
College or University	From	To	Courses & Results
Further Formal Training	From	To	Diploma / Qualification

Job Related Training Courses		
Date	Training Provider	Course Name

Please note, to comply with minimum standards set by the Care Quality Commission, all new employees must undertake the “Care Certificate” as directed by Skills for Care. Also, if you do not already have a Health and Social Care Diploma, you will be required to complete this qualification within the required timescale of three years from start of employment.

**Current Employment:**

Are you currently employed: Yes / No

Name of current or last employer: \_\_\_\_\_

Contact name at current or last employer: \_\_\_\_\_

Address of current or last employer: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Length of Service from: \_\_\_\_\_ to: \_\_\_\_\_

Your job title and a brief description of your duties:

Why do you want to leave your current employment:

What notice period would you need to give:

**Previous employment:**

Please give details of all of your past employment, stating the most recent first including **voluntary work** and **placements** you have undertaken. **Please also account for any gaps in your employment history.** Please continue on a separate sheet if required.

Name of Employer: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving:

Name of Employer: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving:

Name of Employer: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_

Reason for Leaving:

Name of Employer: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_

Reason for Leaving:

#### About you:

We need to get an idea of who you are as a person to help us match you with the services we provide. Please use the following as a guide to help you to tell us about yourself. The more information you are willing to provide, the better we can manage our matching process.

- a) How would your friends describe you?
- b) What personal qualities do you have that you think would be useful in this job?
- c) What life experiences have you had that have made you the person you are today?
- d) What resources do you have to bring to a person's service e.g. knowledge of places to go and things to do; useful contacts?
- e) What would you bring to the working of the team?
- f) What could you bring to an individual's life whilst working on a one to one basis?

**References:**

We require two written references. Please give the names of two business referees (one of which should be your present or most recent employer, who had line management responsibility for you) and one other previous employer whom we may approach for a reference. If you are unable to provide two business references, we will accept one character reference. Please note that your character referee cannot be someone you are related to.

**Current or most recent employer referee:**

Can we approach your current employer for a reference prior to your interview: Yes / No

Name: \_\_\_\_\_ Position in company: \_\_\_\_\_

Company name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

**Previous employer referee:**

Name: \_\_\_\_\_ Position in company: \_\_\_\_\_

Company name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

**Character referee**

Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

**Additional Support**

Do you consider yourself to have a disability? Yes\* / NO

Please tell us if there are any 'reasonable adjustments' we can make to assist you in or with our recruitment process.

If yes, please give details:

**Transferable DBS**

Do you hold a transferable enhanced DBS Certificate: Yes\* / No

If yes, we will require the following information about your certificate so that a check can be made:

Certificate No. \_\_\_\_\_ Surname: \_\_\_\_\_ DoB: \_\_\_\_\_

## Rehabilitation Of Offenders Act 1974

The Rehabilitation of Offenders Act helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions to employers after the rehabilitation period set by the Court has elapsed and the convictions become "spent". During the rehabilitation period, convictions are referred to as "unspent" convictions and must be declared to employers.

To protect certain vulnerable groups within society, there are a number of posts that are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended). As the post you have applied for falls within this category, it will be exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Quality Lifestyle Ltd aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of race, gender, marital status, religion, disability, sexual orientation or age. Quality Lifestyle Ltd undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared, but, before you can be considered for appointment with Quality Lifestyle Ltd we need to be satisfied about your character and suitability.

Individuals applying for positions which involve 'regulated activity' are required to have an **enhanced criminal record check** and, where appropriate to the role, this check will also include any information which may be held against the barred lists for working with children and/or adults.

If you are applying for a post involving access to persons in receipt of health services, your offer of employment may be subject to a satisfactory disclosure from the Criminal Records Bureau. Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment.

Are you currently bound over, or do you have any unspent criminal convictions, cautions, warning or reprimands issued by a Court or Court Martial in the UK or any other country? Yes\*/No

If yes, please provide details:

## POVA / POCA Register

Are you on the POVA or POCA register? Yes\*/No

If yes, please provide details:

## Declaration

I declare that the information provided in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

I also understand and agree that there are times when this information may be required to be shared with a third party such as the Local Authority or Care Quality Commission for the Regulation of Care.

I understand these details will be held in confidence by the Organisation in compliance with the Data Protection Act 1998.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Dated: \_\_\_\_\_