

#### POSITION APPLIED FOR:

TOSITION MILLED TOK.	
MR/MRS/ MISS/ MS (please delete as appropriate)	
FIRST NAME:	
MIDDLE NAME:	
SURNAME:	
DATE OF BIRTH:	
NATIONAL INS. NO.	
ADDRESS	
POSTCODE:	
HOME TEL:	
MOBILE:	
E-MAIL:	
MARITAL STATUS:	
NEXT OF KIN:	
RELATIONSHIP:	
ADDRESS:	
POSTCODE:	
PHONE NUMBER:	
DO YOU HAVE PERMISSION TO WORK IN THE UK?	YES / NO
DO YOU HAVE A VALID PASSPORT?	YES / NO
YOU HAVE A VALID WORK PERMIT?	YES / NO
MOBILITY:	
DO YOU HAVE ACCESS TO A CAR	
WHICH CAN BE USED FOR WORK PURPOSES?	YES / NO

DO YOU HOLD A FULL UK DRIVING LICENCE?	YES / NO

#### **QUALIFICATIONS/TRAINING**

Qualifications	School/College	Grade/Result	Dates: From-To

Relevant Training/Qualifications in Healt	Certificates Date	
Manual handling	YES/NO	
Health and safety	YES/NO	
Basic food hygiene	YES/NO	
First aid	YES/NO	
NVQ levels	YES/NO	
Others (please list)	YES/NO	

#### **EMPLOYMENT HISTORY / WORK EXPERIENCE**

Please record all employment in the past 5 years, including current employment by other agencies, and any other relevant experience gained within the healthcare field. Please start with the most recent. Please note that we shall obtain a reference from your LAST EMPLOYER

Employer Name			Position hold Duties and	
Employer Name, Address & Tel no.	From	То	Position held, Duties and Responsibilities	Reason for Leaving
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#### **REFERENCES**

1a) Must be your most recent employer (of at least 3 months duration) which must correspond with your employment history.
Name of Employer
Address of employer
Telephone Number
E-mail
Fax Number
1b) Another of your Employers in the last 3 years:
Name of Employer
Address of employer
Telephone Number
E-mail
Fax Number
2) Must be a fellow health care professional who does not live with you and is able to supply a character Reference of your personal and professional profile.
Name of Employer
Address of employer
Telephone Number
E-mail
Fax Number

#### **HEALTH DECLARATION**

HCA's/Support workers are required to complete this Health Declaration. Any positive answers will not necessarily affect your application. Please list any medical conditions (past or present) which may affect your ability to do the job.

Occupational Hoalth Assessment	Yes	No	Details
Occupational Health Assessment	res	INO	Details
Are you in good health?			
How much time have you lost from work due to illness in the last five years? Please provide details			
Have you ever been treated in hospital for serious illness or surgery? Please give dates			
Have you been treated in hospital during the last 12 months?			
Do you have any physical disabilities that could affect your ability to carry out your assignment?			
Have you ever left, been retired or denied a job on health grounds?			
Have you ever been denied a driving licence on health grounds?			
Are you a registered disabled person?			
Have you any disability related to your physical or mental health?			
Have you ever suffered from any mental illness, psychological or psychiatric problems?			
Do you get discomfort or pain in the chest or shortness of breath on exercise?			
Have you ever had any problems with your joints, including pain, swelling or stiffness?			
Do you have any difficulty in moving rapidly over short distances?			
Would you have difficulty looking over either shoulder?			
Do you need to wear glasses or contact lenses?			
Do you have any difficulty with your eyesight which is not corrected by glasses or contact lenses?			
Have you any problems working with Visual Display Units?			
Have you any problems working in confined spaces/using lifts?			
Do you have any difficulty hearing normal conversation?			
Are you taking any medication that makes you dizzy or drowsy?			
Do you have a medical condition affected by changing sleeping patterns or affecting day time sleep?			
Have you suffered from any alcohol or drug related illness or had an alcohol or drug problem?			
Are you having or awaiting any treatment at the moment?			
What is the date of your last chest x-ray?			
Are you receiving Medicines, Pills or Tablets from a doctor or on prescription?			
Have you ever suffered from any of the following?			
Heart Problems/Circulatory Illness/Hypertension			
High or Low Blood Pressure			
Diabetes			
Asthma/Hay fever			
Bronchitis/Pneumonia/Pleurisy			
Tuberculosis			
Epilepsy/Fainting Attacks/Blackouts/Fits/Sudden Collapse			
Headaches/Migraine			
Psychiatric Illness/Anxiety/Depression			
Dermatitis/Skin Sensitivity/Psoriasis/Eczema/Allergies			
Back Injury/Back Problems/Back Pains			
Recurrent Infections e.g. Sore Throats/Ear Infections/Eye Infections			
Hepatitis/Jaundice			

Have you ever been Vaccinated, Immunized or Tested for / against any of the following?	YES/NO	DETAILS
Tuberculosis incl BCG, Heaf, Mantoux or Tine		
Rubella (German Measles)		
Poliomyelitis		
Hepatitis B		
Hepatitis B Anitbodies Date and Result		
HIV		
Tetanus		
Typhoid		
Any Other		
DOCTOR INFORMATION		
GP Name:		
Address:		
Postcode:		
Phone:		

#### **WORK PREFERENCE**

To assist us in finding suitable work for you, please place a tick next to all specialties of which you have significant recent experience and are confident to carry out such duties.

Please keep us informed from time to time of all developments in your career as the work we assign to you depends on accurate up to date information.

WORK PREFERENCE: (Please tick)	
Full time / Part time	
If part time, how many hours per week do you want to work	
Home care and pop-in visits	
Hospitals	
Nursing/Residential Homes	
Morning / Day / Evening / Night Sleeper duty	
Live-In Care	
Please state if you are able to work as a 24-hour Residential (live-in)	
HCA.	YES / NO
If YES, would you like:	
Long or short assignments?	
Would you accept a live-in assignment some distance from your	
home?	YES / NO
If NO, please specify preferred areas:	

### **HCA'S/Support Workers ability schedule**

Please indicate Yes / No in the areas you have had previous experience.

Personal hygiene		Care duties	
bath/shower/strip wash	Yes/No	Pressure area care	Yes/No
bed bath	Yes/No	Simple dressing procedure	Yes/No
Use of bath aids	Yes/No	Assisting with medication	Yes/No
Shaving	Yes/No	Terminal care	Yes/No
Mouth care(inc. dentures	Yes/No		
Care of hair	Yes/No	Practical tasks	
Care of feet(exc.toe nails)	Yes/No	Light house work	Yes/No
Care of finger nails	Yes/No	Washing personal laundry	Yes/No
Dressing/undressing	Yes/No	Shopping	Yes/No
		Bed making/changing bed linen	Yes/No
Toileting		Collecting benefits	Yes/No
Continence care	Yes/No		Yes/No
Bedpans/commodes etc.	Yes/No	Admin. Abilities	
Changing a catheter bag	Yes/No	Confidentiality	Yes/No
Empting catheter bag	Yes/No	Report writing	Yes/No
		Recording instructions from GP/DISTRICT NURSE	Yes/No
Mobility		Observing/recording	Yes/No
Moving and handling course	Yes/No	Changes in clients condition	Yes/No
Use of hoists(man./elec)	Yes/No	Previous exp.	
Use of walking aids	Yes/No	Private homes Hospitals	Yes/No
		Nursing/residential	Yes/No
		Home	

#### **EQUAL OPPORTUNITIES MONITORING**

Just in Time Agency aims to be an equal opportunities employer. Employees are therefore put forward for work / shift irrespective of race, ethnic origin, disability, age and gender. In order to monitor the effectiveness of our policy, we request all candidates to provide the following information.

Name					
Age Group 16 – 20	) 0	21 – 35 $\circ$	36 – 50 $\circ$	50+ 0	
Registered disability	0				
Unregistered disability	0				
No disability	0				
Please tick appropriate	ly which	best describes	your Ethnic Orig	in.	
140 to -					
White European	0				
White Other	0				
Black African	0				
Black Caribbean	0				
Black Other	0				
Indian	0				
Pakistani	0				
Chinese	0				
Other	0				
How did you hear abou	t the po	st?			
Are you related or do you know any member of staff at Just in Time Agency?					

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#### **REHABILITATION OF EX- OFFENDERS ACT 1974**

You are advised that you are not entitled to withhold information about convictions, which are regarded as spent under the Act'. This is due to the nature of the work involved renders the post exempt from sec. 4(2) of the Act in accordance with the Rehabilitation of Offenders Act 974 (Exceptions) Order 1975.

You are therefore required to give details of all convictions and cautions including 'spent' convictions. Any in formation, which you may give, will be strictly confidential and will be **considered only** in relation to this or a similar position for which you may be considered with Just in Time Agency.

Have you ever been convicted of a criminal offence? YES I NO If yes, please give details of all convictions and cautions, including spent convictions and cautions: (please use a separate sheet if necessary) ..... ..... You are required to complete the Disclosure and Barring Service (DBS) Disclosure form. All health professionals registered with Disclosure and Barring Service are subject to this disclosure process in the interests of all parties concerned. **DECLARATION** I declare that: All information given is true in every respect. I have read and understood the Terms and Conditions and I agree to comply with the current Health and safety at work Act (ii) I have never been charged with or convicted of an offence under any legislation dealing with Residential care or any offence involving dishonesty or violence. (iii) I have been issued with a staff handbook and informed of the importance of reading and understanding it. Signature. ..... Date..... **Disclosure and Barring Service – ENHANCED DISCLOSURE** Forenames..... Surname ..... I understand that before I can commence work with Just in Time Agency, I will need to be in possession of a DBS Enhanced Disclosure. Signature..... Date ...... /......

# DOCUMENTS NEEDED FOR REGISTRATION

#### VALID WORK PERMIT

(Or if Student, College ID and Student Visa,)

- **BRITISH PASSPORT** (or other current Home Office Document authorizing you to work in UK)
- NATIONAL INSURANCE (NI) CARD

(Or P45 or P60 or letter confirming you have applied for Ni

#### PROOF OF ADDRESS

E.g. Driving Licence, Utility Bill, or any formal letter with your name and address

- 2 CURRENT PASSPORT SIZE PHOTOGRAPHS
- CRIMINAL RECORDS BUREAU CERTIFICATE (CRB) you apply with us.
- **TRAINING CERTIFICATES**, e.g. Moving & Handling, Basic Aid etc. If you do not have the certificates, we can provide training

## RIGHT TO WORK ENQUIRY AGREEMENT

I agree and give permission for Just in Time Agency to take appropriate action and contact the appropriate authorities as a part of their effort to validate my right to work in the UK.

Print Name:
Signature:
Date:
CONFIDENTIALITY AGREEMENT
I agree that during the time I am engaged by Just in Time Agency to work in any capacity:
1. I will not disclose to any person, any information obtained whilst attending an assignment.
2. I will hold in trust and confidence Just in Time Agency all such information, and never use it in other than for the benefit of Just in Time Agency.
Print name:
Signature
Date
Just in Time Agency Ltd DECLARATION
If you provide false or misleading information to support your application it will disqualify you from being engaged as an employee of Just in Time Agency. If it is found that you provided false or misleading information to support your application after or during employment, Just in Time Agency has the right to terminate your contract on this basis.
I hereby declare that I understand and complied with the requirements laid down in the application and I agree that the information given on this form maybe used to obtain DBS checks on me from the policy authorities.
Name print
Signature
Date:

## BANK DETAILS

Name
Account Name
Bank Name
Bank Address
Account Number
Sort Code
Signature Date