



### **Education & Training**

Please list below details of all previous education and any relevant training/courses or professional qualifications: -

Name and Address	Start date	Leave date	Qualification/Grade

Please tell us why you applied for this job and why you think you are the best person for the job.

### **References**

Please provide the names and full contact details of the people who have agreed to supply references. References must include at least two positions with separate employers and, as a minimum, cover a period of three years employment and/or training history, where this is possible. Referees will be required to comment on your competence, personal qualities and suitability for the post. This may be your line/department manager, or someone in a position of responsibility for any work experience or placement undertaken. If you are a student or trainee this should include a teacher/tutor at your education institution.

Please note that all reference requests will be followed up and verified by Papillon Home Care Limited.

#### **Referee 1**

Reference Type	Employer / Educational / Personal		
Referee Name		Referee Job Title	
Relationship			
Employer Name			
Telephone Number			
Address			
Postcode		Email Address	

#### **Referee 2**

Reference Type	Employer / Educational / Personal		
Referee Name		Referee Job Title	
Relationship			
Employer Name			
Telephone Number			
Address			
Postcode		Email Address	

### **Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions 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.

Papillon Home Care Limited aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. Papillon Home Care Limited undertakes not to discriminate unfairly against applicants based on a criminal conviction or other information that has been declared.

During the rehabilitation period you are required to declare current 'unspent' criminal convictions or cautions, including reprimands and final warnings.

As part of assessing your application, Papillon Home Care Limited will only consider relevant criminal record and other information declared which is relevant to the position you are applying for.

Answering 'yes' to the question below will not necessarily be detrimental to your application. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances. Are you currently bound over or do you have any current UNSPENT convictions that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?

Yes  No

If YES, please provide details of the order binding you over and/or the nature of the offence, penalty, sentence or order of the Court, the date and place of the Court hearing.

You are not required to tell us about parking offences.

Please include any additional information or evidence that you believe to be relevant.

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013

The position you have applied for has been identified as being an 'eligible position' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) [the Exceptions Order] and, in certain circumstances, the Police Act 1997. This means that when considering any such appointment, Papillon Home Care Limited is permitted to request a disclosure through the Disclosure and Barring Service (known as a DBS check).

DBS disclosures contain information about any convictions, cautions, reprimands and final warnings that are not protected (i.e. filtered) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

**I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.**

Signature ..... Date .....

**Data Protection Act 1998**

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998. On occasion it may be necessary to disclose certain elements of your information to assist with placing you in an assignment. Papillon Home Care Limited would only disclose necessary information. Regulatory Bodies such as Social Services and the Care Quality Commission also have the right to inspect and review these records to ensure regulations are being upheld.

**I can confirm that I have read and consent to the above**

Signature ..... Date .....

**Privacy Consent Statement**

By submitting this application, you understand and authorise us to use your personal data in relation to the role that you have applied for. You therefore also authorise us to hold your personal data within our secure databases. Data submitted will be used for recruitment purposes and any other activities deemed relevant to you. Should at any point in the future you wish to obtain any information held about you, please see our Worker Access to Records Procedure. Should at any time you wish your personal data to be removed from our systems, please make a formal request in writing to your Branch Manager.

On commencement of work, please be aware that some data may be required to be retained for a period of time for regulation purposes.

**I can confirm that I have read and consent to the above**

Signature ..... Date .....

Work Permits

Do you require permission to work in the UK?

Yes  No

If you answered 'Yes' please answer the following: -

Are you visiting Britain on a working holiday?

Yes  No

Do you hold a Student Visa?

Yes  No

Do you require a permit to work?

Yes  No

If you answered 'Yes' to requiring a permit to work, please provide following: -

Work Permit: .....

Expiry Date: .....

Passport Number: .....

Passport Nationality: .....

Place of issue: .....

Date Valid From: ..... To: .....