



Please note that all parts of the application must be completed – If we receive any application forms with gaps your application will not be processed

Salutation <i>(Please circle)</i>	Dr Mr Mrs Miss Ms	Other (Please specify)	
Forename	Surname		Date of Birth
Preferred Name/ Nickname			
Full Address			
	POST CODE		
Contact Number	Home		Mobile
Email Address			
Emergency Contact Details	Name:		Relationship to candidate:
Mobile/ Landline			

National Insurance Number:	Are you eligible to work in the UK?	Yes
	NO	
Right to Work in the UK Type: UK Passport EU Passport Residence Permit Visa EU ID Card		
Other (please specify)		

Asylum and Immigration Act 1996 - Before you commence working you must provide evidence to demonstrate your right to be in or work in the United Kingdom.



Qualification and Training

Please provide details of all Future Education Qualifications. You will need to provide proof of all qualifications.

<u>Qualifications</u>	<u>Establishment Name</u>	<u>Year of Qualification</u>

Relevant training health & social care courses completed:

Are you currently registered with any other agencies? YES NO

<u>Agency Name</u>	<u>Rate of Pay</u>	<u>Sites/Clients Engaged with</u>

Experience and Availability for Work

What type of care work have you had experience with?

- Substance Misuse
- Children
- Residential
- Sheltered Housing
- Domiciliary Care
- Adults with Learning
- Disabilities
- Outreach Services
- Rehabilitation Projects
- Elderly
- Elderly Mentally Infirm
- Dementia

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Other Please specify



What type of Work are you looking for?

Bank Work Long term contracts Permanent

Which days are you available? *Please Highlight or Circle Preference*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Bank Holiday
AM	AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM	PM
Long Day	Long Day	Long Day	Long Day	Long Day	Long Day	Long Day	Long Day

Do you drive and have your own transport with Business Insurance?

Yes No

Registration of Vehicle	
Last MOT Test Date	
Do you have a BreakDown Cover?	

Are you happy to Travel for work?

Yes No

How Far?

Up to 30 Minutes	Up to 1 Hour	Up to 1.5 Hours	2 Hours+ (with stay over)?
Yes			

How did you hear about us ? _____



Referee Details

Must be Professional Referees, non-related/family members, to cover the last 5 years.

Current/Most Recent Referee		Professional Referee 2	
Referee name		Referee name	
Referee job title		Referee job title	
Name of Employer		Name of Employer	
Address		Address	
Telephone number		Telephone number	
Professional email address		Professional email address	
Dates worked		Dates worked	
I am happy for RealComfort Recruitment to proceed with reference enquiry	<p>YES NO</p> <p>Signed:</p>	I am happy for RealComfort Recruitment to proceed with reference enquiry	<p>YES NO</p> <p>Signed:</p>

Professional Referee 3		Professional Referee 4	
Referee name		Referee name	
Referee job title		Referee job title	
Name of Employer		Name of Employer	
Address		Address	
Telephone number		Telephone number	
Professional email address		Professional email address	
Dates worked		Dates worked	

I am happy for RealComfort Recruitment to proceed with reference enquiry	<p>YES NO</p> <p>Signed:</p>	I am happy for RealComfort Recruitment to proceed with reference enquiry	<p>YES NO</p> <p>Signed</p>
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Rehabilitation of Offenders Act 1974 (Exemptions Order 1987)

Due to the nature of the work for which you are applying, these posts are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore required to state whether or not you have any criminal convictions and cautions both ‘unspent’ and ‘spent’ (apart from protected convictions and cautions under DBS filtering rules). Successful applicants will be required to apply for a disclosure from the Disclosure and Barring Service.

Do you have any convictions and/or cautions that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? *	YES	NO
Have you ever been disqualified from working with children or vulnerable adults?	YES	NO
Have you ever been the subject of a disciplinary action/safeguarding or a police investigation?	YES	NO

*The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. For guidance and criteria on the filtering of these cautions and convictions please see DBS filtering rules and the list of offences that will not be filtered in policy documents. These documents can be provided by RealComfort Recruitment Ltd. staff if further clarification is needed.

If you have answered YES to one or more of the above questions, please provide details below:

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I agree that I will inform RealComfort Recruitment Ltd. should any future disciplinary issues arise through other employment. This will cover the duration of my registration with RealComfort Recruitment Ltd.

Signed:	Date:
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Medical Declaration

The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (Part 3) say that persons employed must ‘be able by reason of their health, after reasonable adjustments are made, of properly performing tasks which are intrinsic to the work for which they are employed.’

Do you suffer from any conditions that may prevent or limit you from carrying out your employment duties?

Yes

No



If you have answered YES to the above question, please provide details below. Please note: We may need to ask you to provide a letter from your GP confirming you are fit to work.

Confidentiality Agreement for Care Workers

I understand that all the information regarding the client is confidential. In consideration of the information being made available to me by the client or by RealComfort Recruitment Ltd., I undertake for myself and the organisation.

I represent that:

A) I will use the information solely for the purpose of the contract of my dealing with the client and RealComfort Recruitment Ltd.

B) I will not at any time without the client’s prior consent, disclose or reveal any information to any person other than to other employees of my organisation who are directly concerned with the purpose on a “need to know” basis.

Signed:	Date:
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Working Time Directive

The EU has laid down guidelines for all workers governing the length of the maximum working week that it is safe to work. The current limit is 48 hours per week because you are under no obligation to accept work offered, you will never be compelled to work more than 48 hours per week- however you may choose to do so of your own accord.

Please sign below to confirm you have read and understood this information, indicating your preference by ticking the most appropriate box.

I do not wish to work more than 48 hours per	
I do wish to work more than 48 hours per week	

Signed:	Date:
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Child and Vulnerable Adults Protection Policy

RealComfort Recruitment Ltd. aims to positively promote the well-being of all service users and wishes all candidates on our register to be fully aware of the procedures for the protection of vulnerable persons.

RealComfort Recruitment Ltd. policies and procedures adhere to the guidance given by the Department of Health, The Health and Social Care Act 2008, The Care Quality Commission Regulations 2009 and the Children Act 1989 and the guidance given by the Home Office in the document "Working Together Under Children Act 1989".

It is paramount that all Service Users are treated with care and respect. Service Users must be protected from abuse and improper treatment in accordance with the Health and Social Care Act 2008.

There are four categories of abuse recognised by the Health and Social Care Act 2008. These are neglect, ill treatment, theft or misuse of money and any behaviour under the Sexual Offences Act 2003.

Following the requirements set by the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (Part 3) Regulation 13: Safeguarding service users from abuse and improper treatment,

'Care or treatment for service users **must not** be provided in a way that—

(a) includes discrimination against a service user on grounds of any protected characteristic (as defined in section 4 of the Equality Act 2010) of the service user,



- (b) includes acts intended to control or restrain a service user that are not necessary to prevent, or not a proportionate response to, a risk of harm posed to the service user or another individual if the service user was not subject to control or restraint,
- (c) is degrading for the service user, or
- (d) significantly disregards the needs of the service user for care or treatment.'

Section 47 of the Children Act 1989 states that a local authority has a duty to investigate when there is "reasonable cause to suspect that a child who lives, or is found in their area as suffering, or is likely to suffer, significant harm". It must make such enquiries as it considers necessary in order to decide whether any action is needed to safeguard or promote the child's welfare.

In view of their daily contact with service users, RealComfort Recruitment Ltd. candidates are well placed to observe abuse or neglect. It is their responsibility to report suspected or alleged abuse.

If a candidate is working within a Health and Social Care setting it is his/her duty to take note not only of major incidents, but also of signals which give cause for suspicion or concern. When this occurs the candidate must report any concerns to the designated member of staff. The safety and welfare of the vulnerable person has to be paramount consideration in deciding what action needs to be taken.

Candidates have a responsibility of explaining on first contact that they cannot keep information confidential.

Under no circumstances should a candidate ever intervene on his/her own. If there is an allegation of abuse made against a candidate, it should immediately be reported to the Operations Director. Action will be taken in accordance with RealComfort Recruitment Ltd. disciplinary and the local authority childcare procedures or the CQC/CSSIW.

Failure to comply with the relevant legal requirements will result in your removal from our register.

Signed:	Date:
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New DBS Application (if not registered with the DBS Update Service) – **Must be completed even if the update service is active**

Full Name	
Town of Birth	
County of Birth	
Country of Birth	
Nationality at Birth	

Have you EVER Changed Surname by marriage/deed poll/adoption/other reason? (Legal names ONLY)		Yes	No
Surname at birth	Used from (YYYY)	Used until (YYYY)	
Any other surname used	Used from (YYYY)	Used until (YYYY)	
Any other surname used	Used from (YYYY)	Used until (YYYY)	
Any other surname used	Used from (YYYY)	Used until (YYYY)	

Have you EVER Changed Forenames by marriage/deed poll/adoption/other reason? (Legal names ONLY)		Yes	No
Forename at birth	Used from (YYYY)	Used until (YYYY)	
Any other Forename used	Used from (YYYY)	Used until (YYYY)	
Any other Forename used	Used from (YYYY)	Used until (YYYY)	
Any other Forename used	Used from (YYYY)	Used until (YYYY)	

Address History

Current Address – *Where you are living now*

House Number/Name & First Line of Address	
Town/City	
County	
Country	
Full Postcode	
At this address since (MM/YY)	



PREVIOUS ADDRESS 2 - THE ADDRESS PRIOR TO YOUR PREVIOUS ADDRESS 1

House Number/Name & First Line of Address	
Town/City	
County	
Country	
Full Postcode	
At this address since (MM/YY)	

PREVIOUS ADDRESS 3 - THE ADDRESS PRIOR TO YOUR PREVIOUS ADDRESS 2

House Number/Name & First Line of Address	
Town/City	
County	
Country	
Full Postcode	
At this address since (MM/YY)	

To add further addresses, please use an additional blank page

If you do not hold a DBS registered on the update service, I understand that I will be required to provide payment of **£56.00** up front for a new DBS prior to being offered work with RealComfort Recruitment.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge.

Signed:	Date:
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Please note: RealComfort Recruitment Ltd. are unable to refund the cost of the DBS once the application has been processed.

DBS Update Service

I give consent for RealComfort Recruitment Ltd. to carry out an online status check of my DBS at least once every 12 months, however I acknowledge that this check may need to be run more frequently.

Signed:	Date:
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Overseas Police Check

Have you lived or worked outside of the UK in the last five years for more than six months?

Yes No

Country	Dates Lived or Worked?

If yes, do you hold an overseas police check?

Yes No In Progress

Payroll Information

Are you currently registered with one of the above payroll providers?	
Are you currently registered with one of the above payroll providers?	
Account reference number:	

Under the terms of the Data Protection Act 1998, the information given will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given on this application form.

I declare that the information given on this form and my CV is correct to the best of my knowledge and belief, even if submitted electronically without a signature, and I understand that any false statements on this form will justify my dismissal from the agency's service. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signed:	Date:
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RealComfort Recruitment Ltd. Uniform and ID Badge

All our workers are issued with a Branded Uniform which is ordered to size, we also provide an ID Badge that must be worn at all times.

If these items are lost, damaged or are not worn workers are to pay £30 (per item) out of their wage to replace them.

Please inform us of:

Tunic/Uniform Size:

Signed:	Date:
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