



2 Willow Herb Close, Leicester, LE2 4QG

Tel: 0116 2715452 Fax: 0116 2710369 email: info@scsocialcare.co.uk

APPLICATION FORM

PERSONAL DETAILS

Title: Mr Mrs Miss Ms Dr

Surname: _____ Date of Birth: _____

Previous Surname: _____ Age: _____

Forenames: _____ National Insurance: _____

Current Address: _____

Town/City: _____ Postcode: _____

Tel No (home): _____ Tel No (mobile): _____

Tel No (work): _____ E-mail address: _____

IN CASE OF AN EMERGENCY, PLEASE SUPPLY THE FOLLOWING:

Emergency Contact: _____ Relationship: _____

Tel Number: _____ Mobile: _____

ADDITIONAL INFORMATION – PLACE OF BIRTH

Town/City: _____ County: _____

Country: _____ Nationality: _____

Passport Number: _____ Issue Date _____

Country of issue: _____

P45/P60 National insurance number:

Marriage certificate issue date:

Previous address: (Provide your most recent addresses where you have lived in the past five years)

Address:

Town/city:

County:

Postcode:

Country:

From date:

To date:

Work

| EXPERIENCE | PLEASE TICK | EXPERIENCE (QUALIFIED ONLY) | PLEASE TICK |
|---------------------------|-------------|-----------------------------|-------------|
| RESIDENTIAL | | AREA OFFICE | |
| DAY CARE | | HOSPITAL | |
| HOSTEL | | COMMUNITY | |
| HOUSING | | OUTREACH | |
| NURSERY (SOCIAL SERVICES) | | SUPERVISORY | |
| NURSERY (PRIVATE) | | MANAGEMENT | |
| CARE ASSISTANT | | INTAKE TEAM | |
| WARDEN | | DUTY WORK | |
| OUTREACH | | EMERGENCY ASS.TEAM | |
| HEMOCARE/COMCARE | | NON SOCIAL SERVICES | |
| OTHER | | OTHER | |
| AVAILABILITY | | | |

Experience

Full-time (5 days per week)

Part-time

If part-time, which days are you available?

Please indicate maximum hours you can work per week:

Do you hold a GSCC Registration? Yes No

TO ASSIST US IN OFFERING YOU THE CORRECT POSITION, PLEASE SUPPLY THE FOLLOWING:

Preferred Client Group:

Preferred Location:

Preferred Start Date:

Current Salary:

Salary Sought:

OTHER AGENCIES

Have you registered with any other agencies? Yes No

If YES, which one(s)?

How did you hear about us? (please tick)

Website Advertisement Recruitment fair Phone Referral

If a referral, what was the name of the candidate who referred you?

EDUCATION (Secondary Onwards)

Please provide details your post-secondary educational qualifications along with a copy of your professional qualifications. You will need to show the originals to your consultant.

| University/College | Dates to/from | Course(s) | Qualification(s) |
|--------------------|---------------|-----------|------------------|
| | | | |
| | | | |
| | | | |
| | | | |

PREVIOUS & CURRENT EMPLOYMENT/VOLUNTARY EXPERIENCE

Please supply details of your employment (including your voluntary work) for the last five years starting with your present or last position. Please continue on an extra sheet of paper if necessary.

| Name of Organisation and full address of place of work | Dates | | Title of post held; grade; client group; type of establishment and brief description of main duties | Salary | Reason for leaving |
|--|-------|----|---|--------|--------------------|
| | From | To | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Further Details: Please provide details and a brief description of the main tasks carried out and responsibilities held in your main jobs within the care profession, including any training undertaken. Please include details of any senior/managerial duties undertaken. This will help us ensure that we assist you to find a job most suitable to your previous experience/skills.

WORK BASED TRAINING (including Induction)

Please give details of any certifications, qualifications or other training you have undertaken. Please supply a copy of these qualifications. You will need to show the originals. Continue on an extra sheet if necessary.

| Training | Organisation | Dates to/from |
|----------|--------------|---------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Do you have any of the following:

Manual Handling Certificate: **Yes/No** Date:

Food Hygiene Certificate: **Yes/No** Date:

Health & Safety Certificate: **Yes/No** Date:

TEACHERS ONLY

Have you taught in a School within the last 6 Years?

Type Of teacher (e.g.; UK Trained Teacher, NQT, Final Year Student, HLTA, TA, LSA, Overseas Trained Teacher)

Qualification (e.g.; PGCE, Bed, BSc – QTS, BA-QTS, SCITT, Cert Ed)

GTC Registration:

Number of Years Experience:

Subject Specialism:

REFERENCES

Please give the names and business addresses for 2 referees, one of whom must be your current or most recent employer:

REFERENCE 2: Your current/most recent employer:

Name of Organisation:

Name of referee/title:

Full address:

Postcode:

Telephone Number:

Fax Number:

E-mail Address:

Is this address different to the Establishment in which you worked? Yes / No

If 'yes' which establishment did you work at:

May we contact this referee now?

Yes

No

FOR STAFF TO COMPLETE

Date sent:

Date chased:

Date received:

Checked by:

REFERENCE 2: Your current/most recent employer:

Name of Organisation:

Name of referee/title:

Full address:

Postcode:

Telephone Number:

Fax Number:

E-mail Address:

Is this address different to the Establishment in which you worked? Yes / No

If 'yes' which establishment did you work at:

May we contact this referee now?

Yes

No

FOR STAFF TO COMPLETE

Date sent:

Date chased:

Date received:

Checked by:

Bank Details Form (OPTIONAL)

Tax Code:

Bank Name:

Bank Address:

Account Holder Name:

Account Number:

Sort Code:

Building Society Reference (if applicable):

Signed:

Date:

Medical Checklist

Please provide the following details of your GP

Name:

Address:

City:

Postcode

Tel Number:

| | |
|--|--------|
| 1. Any type of skin complaint: Dermatitis; Psoriasis and Eczema | Yes/No |
| 2. Any type of allergy: Hay Fever | Yes/No |
| 3. Bowel infection e.g. Typhoid, cholera, Dysentery, Chronic Diarrhoea or other bowel problems e.g. gastric ulcer; irritable bowel syndrome? | Yes/No |
| 4. Heart complaint: Angina? | Yes/No |
| 5. Disorders of the eye: Glaucoma, Cataracts, etc? | Yes/No |
| 6. Diabetes? | Yes/No |
| 7. Jaundice; hepatitis; blood disorders e.g. anaemia; sickle cell? | Yes/No |
| 8. Asthma or other respiratory problems? | Yes/No |
| 9. Have you ever been dismissed from or refused work on the grounds of health? | Yes/No |
| 10. Have you ever been informed that you are a carrier of salmonella? | Yes/No |
| 11. Are you registered disabled? If yes, please supply your disability number: | Yes/No |
| 12. Blackouts; fits; epilepsy; fainting; dizzy spells or migraine? | Yes/No |
| 13. Nervous breakdown; depression or other mental health problems? | Yes/No |
| 14. Are you receiving medical attention now or are you on any medication? | Yes/No |
| 15. Any back/mobility problems? | Yes/No |
| 16. Any joint problems e.g. arthritis? | Yes/No |
| 17. Repetitive strain injury; upper limb disorders? | Yes/No |
| 18. Have you been living or working abroad outside of Europe during the past year? | Yes/No |
| 19. Have you been advised not to work with food? | Yes/No |
| 20. Have you had prolonged sickness of more than two weeks? | Yes/No |
| 21. Have you had TB or any other infectious diseases? | Yes/No |
| 22. Have you been vaccinated against Hepatitis; Rubella; TB; Tetanus; Polio; Diphtheria; Hepatitis b; Yellow Fever and Cholera? | Yes/No |
| 23. Have you ever been tested for MRSA? | Yes/No |
| 24. Do you smoke? If yes how many per day : | Yes/No |

If you have answered 'Yes' to any of the above questions, please give details below:

Equal Opportunities Monitoring Form

In order to maintain equality of opportunity within Social Care & Education Ltd, applicants are invited to complete the following form. Completing this form assists the monitoring of our workforce to be representative of the local community by targeting any under represented groups.

Gender:

Male Female

Marital Status:

Married Divorced Single Partnership/cohabiting

Nationality/Ethnicity:

Bangladeshi African British Indian
Pakistani Caribbean European Other

Disability:

Do you consider yourself to have a disability? Yes No

If 'Yes', please specify:

Are you registered disabled? Yes No Registration No:

Any further information:

1 DEFINITIONS

1.1 In these Terms of Engagement the following definitions apply: –

“Assignment” means the period during which the Temporary Worker is supplied to render services to The Client;

“Client” means the person, firm or corporate body requiring the services of the Temporary Worker together with any subsidiary or associated company as defined by the Companies Act 1985;

“Employment Business” means Social Care & Education Ltd.

“Temporary Worker” means you the individual entering into this Agreement.

“Relevant Period” means the longer period of either 14 weeks from the first day on which the Temporary Worker worked for the Client, or 8 weeks from the day after the Temporary Worker was last supplied by the Employment Business to the Client.

“Working Week” means an average of 48 hours each week calculated over a 17-week reference period.

1.2 Unless the context otherwise requires, references to the singular include the plural.

1.3 The headings contained in these Terms are for convenience only and do not affect their interpretation.

2 THE CONTRACT

2.1 These Terms constitute a contract for services between the Employment Business and the Temporary Worker and they govern all Assignments undertaken by the Temporary Worker. However, no contract shall exist between the Employment Business and the Temporary Worker between Assignments.

2.2 For the avoidance of doubt, these Terms shall not give rise to a contract of employment between the Employment Business and the Temporary Worker. The Temporary Worker is engaged as a self-employed worker, although the Employment Business is required to make statutory deductions from the Temporary Worker's remuneration in accordance with clause 4.1.

2.3 No variation or alteration to these Terms shall be valid unless the details of such variation are agreed between the Employment Business and the Temporary Worker and set out in writing and a copy of the varied terms is given to the Temporary Worker stating the date on or after which such varied terms shall apply.

3 ASSIGNMENTS

3.1 The Employment Business will endeavor to obtain suitable Assignments for the Temporary. The Temporary Worker shall not be obliged to accept an Assignment offered by the Employment Business.

3.2 The Temporary Worker acknowledges that the nature of temporary work means that there may be periods when no suitable work is available and agrees: that the suitability of the work to be offered shall be determined solely by the Employment Business; that the Employment Business shall incur no liability to the Temporary Worker should it fail to offer opportunities to work in the above category or in any other category; and that no contract shall exist between the Temporary Worker and the Employment Business during periods when the Temporary Worker is not working on an Assignment.

3.3 At the same time as an Assignment is offered to the Temporary Worker the Employment Business shall inform the Temporary Worker of the identity of the Client, and if applicable the nature of their business; the date the work is to commence and the likely duration of the work; the type of work, location and hours during which the Temporary Worker would be required to work; the rate of remuneration that will be paid and any expenses payable by or to the Temporary Worker; and any risks to health and safety known as advised by the Client in relation to the assignment and the steps the Client has taken to prevent or control such risks. In addition the Employment Business shall inform the Temporary Worker what experience, training, qualifications and any authorisation required by law or a professional body the Client considers necessary or which are required by law to work in the Assignment.

3.4 Where such information is not given in paper form or by electronic means it shall be confirmed by such means by the end of the third business day (excluding Saturday, Sunday and any public or Bank holiday) following save where the Temporary Worker is being offered an Assignment in the same position as one in which the Temporary Worker had previously been supplied within the previous five business days and such information has already been given to the Temporary Worker. The 'first day' will be the first occasion on which a Temporary Worker is supplied to work for the Client or the first day of an assignment where there has been more than 42 days since the end of any previous assignment

3.5 For the purpose of calculating the average number of weekly hours worked by the Temporary Worker on an Assignment, the start date for the relevant averaging period under the Working Time Regulations shall be or the date on which the Temporary Worker commences the first Assignment.

3.6 If, before the first Assignment, during the course of an Assignment or within the Relevant Period the Client wishes to employ the Temporary Worker direct or through another employment business, the Temporary Worker acknowledges that the Employment Business will be entitled either to charge the Client a fee or to agree an extension of the hiring period with the Client at the end of which the Temporary Worker may be engaged directly by the Client or through another employment business without further charge to the Client. In addition the Employment Business will be entitled to charge a fee to the Client if the Client introduces the Temporary Worker to a third party who subsequently engages the Temporary Worker within the Relevant Period.

4 REMUNERATION

4.1 The Employment Business shall pay to the Temporary Worker remuneration calculated at a minimum hourly rate at the time during which the work has been carried out, for all hours worked.

The actual rate will be notified on a per Assignment basis, for each hour worked during an Assignment (to the nearest quarter hour) to be paid weekly in arrears, subject to deductions in respect of PAYE pursuant to Sections 44-47 of the Income Tax (Earnings and Pensions) Act 2003 and Class 1 National Insurance Contributions and any other deductions which the Employment Business may be required by law to make.

4.2 Subject to any statutory entitlement under the relevant legislation, the Temporary Worker is not entitled to receive payment from the Employment Business or Clients for time not spent on Assignment, whether in respect of holidays, illness or absence for any other reason unless otherwise agreed.

4.3 In case of unauthorized absences; turning up late for assigned and agreed work AND not informing the Employment Business Consultant will result in the deductions of 2 hours of agreed wage from the next subsequent work undertaken by the Temporary Worker on behalf of the Employment Business.

5 STATUTORY LEAVE

5.1 For the purposes of calculating entitlement to paid annual leave pursuant to Working Time Regulations 1998 under this clause, the leave year commences on the date that the Temporary Worker commences his first assignment and ending on the day immediately prior to the anniversary of this start date.

5.2 Under the Working Time Regulations 1998, the Temporary Worker is entitled to 4 weeks' leave year to be calculated at an hourly rate of current minimum wage. All entitlement to leave must be taken during the course of the leave year in which it accrues and none may be carried forward to the next year.

5.3 Where a Temporary Worker wishes to take paid leave during the course of an assignment s/he should notify the Employment Business of the dates of his/her intended absence giving notice of at least twice the length of the period of leave that s/he wishes to take. In certain circumstances the Employment Business may give counter-notice to the Temporary Worker to postpone or reduce the amount of leave that the Temporary Worker wishes to take and in such circumstances the Employment Business will inform the Temporary Worker in writing giving at least the same length of notice as the period of leave that has been requested.

5.4 Entitlement to payment for leave accrues in proportion to the amount of time worked continuously by the Temporary Worker on Assignment during the leave year. The amount of payment which the Temporary Worker will receive in respect of periods of annual leave taken during the course of an Assignment will be calculated in accordance with and paid in proportion to the number of hours which the Temporary Worker has worked on Assignment.

5.5 Where this contract is terminated by either party and a P45 is requested, in writing, the Temporary Worker shall be entitled to a payment in lieu of any untaken leave where the amount of leave taken is less than the amount accrued in accordance with clause 5.4 above

5.6 None of the provisions of this clause regarding the statutory entitlement to paid leave shall affect the Temporary Worker's status as a self-employed worker.

6 SICKNESS ABSENCE

6.1 The Temporary Worker may be eligible for Statutory Sick Pay provided that s/he meets the relevant statutory criteria.

6.2 For the purposes of the Statutory Sick Pay scheme there is one qualifying day per week during the course of an assignment and that qualifying day shall be the Wednesday in every week.

6.3 Any false information with regard to my medical history may lead to termination of my contract for services.

7 TIME SHEETS

7.1 At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of one week or less or is completed before the end of a week) the Temporary Worker shall deliver to the Employment Business a time sheet duly completed to indicate the number of hours worked during the preceding week (or such lesser period) and signed by an authorised representative of the Client.

7.2 Subject to clause 7.3 The Employment Business shall pay the Temporary Worker for all hours worked regardless of whether the Employment Business has received payment from the Client for those hours.

7.3 Where the Temporary Worker fails to submit a properly authenticated time sheet the Employment Business shall, in a timely fashion, conduct further investigations into the hours claimed by the Temporary Worker and the reasons that the Client has refused to sign a timesheet in respect of those hours. This may delay any payment due to the Temporary Worker. The Employment Business shall make no payment to the Temporary Worker for hours not worked.

7.4 For the avoidance of doubt and for the purposes of the Working Time Regulations, the Temporary Worker's working time shall only consist of those periods during which s/he is carrying out activities or duties for the Client as part of the Assignment.

Time spent traveling to the Client's premises; lunch breaks and other rest breaks shall not count as part of the Temporary Worker's working time for these purposes.

8 CONDUCT OF ASSIGNMENTS

8.1 The Temporary Worker is not obliged to accept any Assignment offered by the Employment Business but if s/he does so, during every Assignment and afterwards where appropriate, s/he will: –

- a) Co-operate with the Client's reasonable instructions and accept the direction, supervision and control of any responsible person in the Client's organisation;
- b) Observe any relevant rules and regulations of the Client's establishment (including normal hours of work) to which attention has been drawn or which the Temporary Worker might reasonably be expected to ascertain;
- c) Take all reasonable steps to safeguard his or her own health and safety and that of any other person who may be present or be affected by his or her actions on the Assignment and comply with the Health and Safety policies and procedures of the Client;
- d) Not engage in any conduct detrimental to the interests of the Client;
- e) Not at any time divulge to any person, nor use for his or her own or any other person's benefit, any confidential information relating to the Client's or the Employment Business' employees, business affairs, transactions or finances.

8.2 If the Temporary Worker is unable for any reason to attend work during the course of an Assignment s/he should inform the Employment Business or the Client within one hour of the commencement of the Assignment or shift.

8.3 If, either before or during the course of an Assignment, the Temporary Worker becomes aware of any reason why he may not be suitable for an Assignment, he shall notify the Employment Business without delay.

9 TERMINATION

9.1 The Employment Business or the Client may terminate the Temporary Worker's Assignment at any time without prior notice or liability.

9.2 The Temporary Worker may terminate an Assignment at any time without prior notice or liability.

9.3 If the Temporary Worker does not inform the Client or the Employment Business [in accordance with clause 9.2] should they be unable to attend work during the course of an assignment this will be treated as termination of the assignment by the Temporary Worker in accordance with clause 9.2 unless the Temporary Worker can show that exceptional circumstances prevented him or her from complying with clause 8.2.

9.4 If the Temporary Worker is absent during the course of an assignment and the contract has not been otherwise terminated under clauses 9.1, 9.2 or 9.3 above the employment business will be entitled to terminate the contract in accordance with clause 9.1 if the work to which the absent worker was assigned is no longer available for the Temporary Worker.

10 RESTRICTION

10.1 The Working Time Regulations 1998 provide that the Temporary Worker shall not work on an Assignment with the Client in excess of the Working Week unless he agrees in writing that this limit should not apply.

10.2 The Temporary Worker hereby agrees that the Working Week limit *shall/shall not apply to the Assignment. (* Delete as applicable).

10.3 The Temporary Worker may end this Agreement by giving the Employment Business 4 weeks notice in writing. For the avoidance of doubt, any notice bringing this Agreement to an end shall not be construed as termination by the Temporary Worker of an Assignment with a Client.

10.4 Upon the expiry of the notice period set out in clause 10.3 the Working Week limit shall apply with immediate effect.

11 LAW

1.1 These Terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the Courts of England & Wales

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975

Due to the nature of the work you are applying for, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 states that you are **not permitted** to withhold the details of any offences for which you have been convicted, regardless of the seriousness of the offence or how long ago you were convicted. Please detail any offences below. If you have no such offences, please write "NONE".

A criminal record will not necessarily be a bar to obtaining a position and Social Care & Education Ltd will ensure that any information obtained during the disclosure process will be used fairly and kept confidential. Please note that being placed by Social Care & Education Ltd is dependent on the satisfactory completion of an enhanced level Criminal Records Bureau Disclosure.

Data Protection Act 1998 and Registration with Commission for Social Care Inspection (CSCI)

Social Care & Education Ltd is regulated by the current legislations for the provision of recruitment agency work within the Health and Social Care industry.

Part of the inspection process involves checking that we maintain certain information on staff, for example, your current address, date of birth, national insurance number, qualifications, a mechanism for checking health & fitness, record of training, 2 written references, a Rehabilitation of Offenders declaration form, a copy of the enhanced police record, etc.

The Data Protection Act 1998 covers manually and electronically held information. The CSCI and SSD Inspectors or any other relevant regulated body will therefore need your consent to look at the records that we hold on you.

To this end, could you please complete and sign below to specify that you give/not give consent for the inspectors to see.

If you have any concerns about this, please do not hesitate to discuss further with any of the Directors of the Company.

As always, your co-operation in the smooth running and management of Social Care & Education Ltd is greatly appreciated.

Hemal Tailor

I consent/do not consent (please delete as appropriate) to staff from CSCI/SSD having access to the information held on my personal file for the purpose of inspection.

Signed by the Temporary Worker

Dated
