

# Employment Application Form



Westhill Park, 1 Chataway Drive, Kettering, Northamptonshire, NN15 7FF

Email: [westhill@oakdalecaregroup.com](mailto:westhill@oakdalecaregroup.com)

Tel: 01536 480555

**Vacancy Title:**

**Please tell us how you heard about this vacancy:**

## 1. Personal Details

**Title:**

Mr/Mrs/Miss/Ms/Mx (please circle)

**First Name:**

**Surname:**

**Address:**

  
  
  

**Postcode:**

**Home Telephone No.**

**Mobile No.**

**Email Address:**

**National Insurance Number:**

<input type="text"/>								
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### Driving Licence

Do you hold a full, clean driving licence valid in the UK?

**Yes**

**No**

## 2. Preferred Hours (please tick)

Full-time

Part-time

Are you able to work weekends on a rota basis?

Yes

No

Are you able to work on a three on, three off rota basis?

Yes

No

Are you looking for Days or Nights?

Days

Nights

### 3. Education/Qualifications

Secondary/High School	From	To	Qualification	Grades	Date Obtained
College/University	From	To	Qualification	Grades	Date Obtained
Ongoing Professional Development	From	To	Qualification	Grades	Date Obtained

### 4. Employment History

You are required to provide the details of your full employment history since leaving education. If you have more than four previous employers, please continue on a separate blank page.

#### Current of most recent Employer

Employer:	<input type="text"/>	Position:	<input type="text"/>
Address:	<input type="text"/>	Start Date:	<input type="text"/>
	<input type="text"/>	Leave Date:	<input type="text"/>

Reason for Leaving:

If you are still employed, what is your notice period?

**Previous Employer**

Employer:		Position:	
Address:		Start Date:	
		Leave Date:	

Reason for Leaving:

**Previous Employer**

Employer:		Position:	
Address:		Start Date:	
		Leave Date:	

Reason for Leaving:

**Previous Employer**

Employer:		Position:	
Address:		Start Date:	
		Leave Date:	

Reason for Leaving:

If you have any gaps between the dates of your employment, please detail the reasons below:

Date From	Date To	Reason for Gap in Employment

## 5. Statement in support of your Application

### Skills, abilities & experience

Please use this section to demonstrate why you think you would be suitable for the role you have applied for. Please include all relevant information, whether obtained through formal employment or by personal experience.

## 6. Declaration of Convictions

A criminal record will not necessarily prevent you from securing a position at Oakdale Care Group. If a DBS check is returned and reveals any information, this will be discussed with you further and a decision will be made based on the offence and the potential risk to our residents.

Have you ever been convicted of a criminal offence or received a formal caution?	Yes/No
Are you currently facing any potential criminal prosecution?	Yes/No
Are you registered on the DBS Children's Barred List?	Yes/No
Are you registered on the DBS Adult's Barred List?	Yes/No
Have you been dismissed from any previous employment?	Yes/No
Have you ever or are you currently facing disciplinary action?	Yes/No
If you have answered yes to any of the above, please provide further details below:-	

## 7. References

Please provide the details of three referees, two employment references and one personal/character reference. We will take up references once you have been interviewed and offered a position. Please make sure that you provide the full contact details of your referees so that this does not delay the recruitment process.

### Current/most recent employer

Company	Referee Name & Position	Email Address & Contact Telephone Number
Can we request a reference following an offer of employment?		Yes/Wait

### Employer prior to the above

Company	Referee Name & Position	Email Address & Contact Telephone Number
Can we request a reference following an offer of employment?		Yes/Wait

### Personal Referee (ideally this is someone within a professional standing)

Referee Name & Relationship to you	Email Address & Contact Telephone Number	
Can we request a reference following an offer of employment?		Yes/Wait

## 8. Declaration

The information provided by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn, or employment terminated.

I confirm that I have completed this application form myself, to the best of my ability and knowledge.

<b>Signed:</b>	
<b>Print Name:</b>	
<b>Date:</b>	

## 9. Equal Opportunities Monitoring

We hope you will assist us by completing this form. The information is used to monitor the operation of Equal Opportunities policies and the effectiveness of advertising, and for no other reason. The data will be treated with the utmost confidentiality. It will not be considered in assessing information on your application form and is not included in the shortlisting process.

GENDER			
<b>Please tick one of the options below:-</b>			
Male	Female	Transgender	Gender Neutral

MARITAL STATUS				
<b>Please tick one of the options below:-</b>				
Married	Single	Divorced	Widowed	Other

NATIONALITY
<b>Please specify your current nationality in the box below:-</b>

RELIGION
<b>Please specify your current religion in the box below:-</b>

DISABILITY
The disability Discrimination Act 1995 defines disability as ‘a physical or mental impairment which has a substantial and adverse effect on a person’s ability to carry out day to day activities’
<b>Do you consider yourself to be disabled under the above definition?</b>
<b>Yes/No</b>
Nature of disability (optional):

ETHNIC ORIGIN			
How would you describe your ethnic origin? Please tick one of the options below:-			
White British	White Irish	White Other	Mixed Caribbean
Mixed African	Mixed Asian	Mixed Other	Asian Indian
Pakistani	Bangladeshi	Asian Other	Black Caribbean
Black African	Black Other	Chinese	Other

Thank you

## 10. General Data Protection Regulations 2018 – Recruitment & Selection

### Privacy Statement

Oakdale Care Homes No 1 & No 2 and Oakdale Care Group take your privacy seriously and will only use your personal information to administer your application for employment. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below and if you would like more information on a particular topic please contact our Group HR Manager by writing to Oakdale Care Group, Westhill Park, 1 Chataway Drive, Nina Carroll Way, Kettering, Northamptonshire, NN15 7RH.

### Personal Data We Collect

We collect the following personal data relating to your employment application:

Contact Details (Name, Address, Email Address, Telephone &/or Mobile Number), Employment history, Qualifications, Equality of Opportunity (Ethnicity, Disability Details) under Special Categories.

### How We Use Personal Data

Your personal data will be used to process your employment application.

### How Long We Will Hold Personal Data

Successful candidate's data will be held under the company's General Data Protection Policy details of which will be made available upon the offer of employment. Unsuccessful candidate's data will be held of a period of 6 months where upon it will be confidentially destroyed.

### Reasons We Share Personal Data

We will not normally share personal data with anyone else, but may do so where there is an issue that puts the safety of our residents at risk and/or we need to liaise with other agencies or third parties – we will seek consent as necessary before doing this.

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for the prevention or detection of crime and/or where the disclosure is required to satisfy our legal obligations.

### How We Protect Your Personal Data

We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

### How to Access & Control Your Personal Data

Individuals have a right to make a 'subject access request' to gain access to personal information that the company holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this is not possible, the criteria used to determine this period
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Subject access requests must be submitted in writing, either by letter or email to the Group HR Manager. They should include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

When responding to requests, we:

- May ask the individual to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Will respond without delay and within 1 month of receipt of the request
- Will provide the information free of charge
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month and explain why the extension is necessary
- If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

Other data protection rights of the individual: In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:

- Withdraw their consent to processing at any time
- Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it
- Prevent use of their personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest
- Request a copy of agreements where personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
- Prevent processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party (in certain circumstances)

NOTE: Individuals should submit any request to exercise these rights to the Group HR Manager.

**Applicant Consent:** I have read and consent to my personal data, as detailed above, being held and utilised by Oakdale Care Home No1 & No2 and Oakdale Care Group for the purposed stated.

<b>Signed:</b>	
<b>Print Name:</b>	
<b>Date:</b>	