



# Imperial Breeze Healthcare South East Ltd

Providing Friendly, Respectful & Excellent Care At All Times

## Application for Employment

**IMPORTANT NOTE:** You **MUST** read and complete this application thoroughly. Please complete this form in Adobe Acrobat or **BLACK BLOCK CAPITALS** as it will be photocopied. Please complete this application form in full, in order to help us improve the process of our recruitment. Any omitted or inaccurate information is likely to lead to a delay in any employment starting.

<b>Positions Applied For</b>	HEALTHCARE ASSISTANT
<b>Home / Area</b>	SLOUGH, BERKSHIRE

**Please return your completed form to:**

Imperial Breeze Healthcare South East Ltd  
Unit 12 Whittenham Close  
Slough Interchange Industrial Estate  
Slough  
Berkshire  
SL2 5EP

### A) PERSONAL DETAILS

Title:		Surname:	
Forename/s:		Are you over 18?	
House Number/Road:		Tel No:	
Town:		Mobile:	
County:		Post Code:	
Email Address:			
Work Tel No:		Contactable at work?	
National Insurance No:		Valid Driving Licence:	Yes / No

### B) ARE YOU AN OVERSEAS APPLICANT OR CURRENTLY ALREADY IN THE UK?

#### Overseas Applicant

What is your country of Residence?

--

#### Already in the UK on a visa (please tick appropriate box)

Unit 12 Whittenham Close, Slough Interchange Industrial Estate,

Slough, Berkshire, SL2 5EP,

Mobile: 07799636064 Email: andrew@impbreeze.co.uk,recruitment@ibhse.co.uk



# Imperial Breeze Healthcare South East Ltd

Providing Friendly, Respectful & Excellent Care At All Times

*Limited leave to remain <input type="checkbox"/>	*Working holiday <input type="checkbox"/>
*Student <input type="checkbox"/>	*Other (please specify below) <input type="checkbox"/>
*Visa Expiry Date:	
*State any Visa restrictions:	
<b>If you are an EU citizen do you have Settled or Pre-Settled status? (tick appropriate box)</b>	
Settled <input type="checkbox"/>	Pre-Settled <input type="checkbox"/>
Date you entered the UK:	

## C) AVAILABILITY

Please indicate any dates you will not be available for interview in the next four weeks:

Available all the time.

When would you be free to start employment? (if an offer is made)

## D) EDUCATION AND QUALIFICATION (Please provide details of the qualifications you have obtained)

### Schools and Colleges

Name of School/College	From: (MTh/Yr.)	To: (MTh/Yr.)	Examinations Passed – Qualifications Gained:

### Further Education and Training:

Name of School/College	From: (MTh/Yr.)	To: (MTh/Yr.)	Examinations Passed – Qualifications Gained:	Full/Part Time:

### Details of 'Work Related' Qualifications/Courses attended

Course Title:	Date: Certified or Attended

## E) EMPLOYMENT (your current or most recent employment)

Company:		Job Title:	
Employment From (M/Y)	To:	Salary:	
Building/Road			
Town:			
Country		Post Code:	

Unit 12 Whittenham Close, Slough Interchange Industrial Estate,

Slough, Berkshire, SL2 5EP,

Mobile: 07799636064 Email: andrew@impbreeze.co.uk,recruitment@ibhse.co.uk



# Imperial Breeze Healthcare South East Ltd

Providing Friendly, Respectful & Excellent Care At All Times

County

### Brief description of your role and responsibilities:

.

### Reason(s) for seeking new employment:

## F) FULL EMPLOYMENT HISTORY (from the day you left school)

**IMPORTANT NOTE:** We require a **complete** list of every organisation you have worked for since you left school (age 16), with an account of every gap or break in your employment history. We are required to have this by law and would appreciate your co-operation. Thank you.

Employers name and place of work:	From: (MTh/Yr.)	To: (MTh/Yr.)	Full/Part Time:	Job title and brief details of your role:	Reason for leaving

Please add lines as required.

## G) REFERENCES

**IMPORTANT NOTE:** This section must be completed in full. Your application cannot be considered if **FULL** and appropriate reference information is not supplied. Any job offer made to you will be dependent on

Unit 12 Whittenham Close, Slough Interchange Industrial Estate,

Slough, Berkshire, SL2 5EP,

Mobile: 07799636064 Email: [andrew@impbreeze.co.uk](mailto:andrew@impbreeze.co.uk), [recruitment@ibhse.co.uk](mailto:recruitment@ibhse.co.uk)



# Imperial Breeze Healthcare South East Ltd

Providing Friendly, Respectful & Excellent Care At All Times

satisfactory references being received within four weeks (it is your responsibility to ensure that referees respond to our reference requests). Both types of referees specified below are mandatorily required by law in order to offer employment.

## REFERENCE 1: Current or previous employer (whoever is your most recent employer)

Referee's Name:	
Position:	
Company Name:	
Building/Road:	
Town:	
County:	
Post Code:	
Country:	
Landline Tel No:	
Business Fax No:	
Business Email:	

## REFERENCE 2: Preferably your employer before last

Referee's Name:	
Position:	
Company Name:	
Building/Road:	
Town:	
County:	
Post Code:	
Country:	
Landline Tel No:	
Business Fax No:	
Business Email:	

May we approach the above referees / individuals without further liaisons with you:	Yes / No
---	----------

## H) MONITORING INFORMATION

Imperial Breeze Healthcare South East Ltd are fully committed to the principle of equal opportunities in employment whether by; sex, marital status, dependents, ethnic origin, disability or age.

You are asked to complete this section along with your application for employment for the purposes of enabling us to monitor the effectiveness of our Equal Opportunities Policy and Practices.

**The information that you provide here will NOT be used as part of the 'selection' process and is for monitoring purposes only. Thank You.**

1) Sex		2) Marital Status		3) Age Group:	
Male		Single		16 - 25	
Female		Married		26 - 35	
		Other (specify)		36 - 45	
				34 - 55	

Unit 12 Whittenham Close, Slough Interchange Industrial Estate,

Slough, Berkshire, SL2 5EP,

Mobile: 07799636064 Email: andrew@impbreeze.co.uk,recruitment@ibhse.co.uk



# Imperial Breeze Healthcare South East Ltd

Providing Friendly, Respectful & Excellent Care At All Times

56 +	
------	--

4) Ethnic Origin (Please Complete Both Parts – A & B):			
A		B	
Asian		Black	
Caribbean		White	
African		Mixed	
South East Asian		Other (Specify)	
British / European			
Irish			
Other (Specify)			

5) Disability		6) How did you hear about the post?	
I am a disabled person		National Press*	
I am a disabled person but not registered		Local Press*	
I am not disabled		Job Centre	
		Internal	
		Other*	
		*Please specify:	

## I) REHABILITATION OF OFFENDERS ACT 1974

### IMPORTANT! PLEASE READ CAREFULLY:

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 'Exemptions' Order 1975. **Applicants are therefore not entitled to withhold information about convictions or police cautions which for other purposes are 'spent' under the provisions of the Act and in the event of employment; any failure to disclose such convictions could result in dismissal or disciplinary action.** Any information given will be completely confidential (according to the Data Protection Act 1998) and will only be considered in relation to an application for positions to which the Order applies.

**Have you ever been convicted of a:**

**Have you ever received a:**

	Yes	No		Yes	No
Criminal Offence(s)?	<input type="checkbox"/>	<input type="checkbox"/>	Caution(s)?	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input type="checkbox"/>	Offence(s)?Reprimand(s)?	<input type="checkbox"/>	<input type="checkbox"/>

Please tick as appropriate. If the answer is 'Yes' to any of the above then please provide details of any Conviction(s), Caution(s), Reprimand(s) including date(s) below and sign this sheet to verify the information you have provided is correct. In any case, this section **MUST** be completed.

Unit 12 Whittenham Close, Slough Interchange Industrial Estate,

Slough, Berkshire, SL2 5EP,

Mobile: 07799636064 Email: andrew@impbreeze.co.uk,recruitment@ibhse.co.uk



# Imperial Breeze Healthcare South East Ltd

Providing Friendly, Respectful & Excellent Care At All Times

**Information relating to the above disclosed information** (where necessary):

Successful candidates are required by law to apply for an enhanced disclosure from the Disclosure Barring Service.

Further information about the disclosure service can be found at [www.gov.uk/dbs](http://www.gov.uk/dbs) or by contacting the DBS information line on **0870 30 30 811**.

## **POLICY DISCLAIMER/STATEMENT**

If I am employed by Choice Care Group prior to the return of my disclosure, I accept the following:

That my probationary period has been estimated on the basis that my DBS certificate will contain no additional information to that shown above.

In the event that other information is provided (including any that may not be disclosed to the applicant) then I understand that my employment may be terminated. I understand that this will be classed as gross misconduct and that, subject to the company's disciplinary procedure, render me liable to summary dismissal. There is a possibility that no notice period will be given or paid.

**SIGNED:**           -----

**PRINT NAME:**

**DATE:**

By signing you do verify that the information you have provided in this application form is accurate to the best of your knowledge and that you understand the statements provided herein.

Unit 12 Whittenham Close, Slough Interchange Industrial Estate,

Slough, Berkshire, SL2 5EP,

Mobile: 07799636064 Email: [andrew@impbreeze.co.uk](mailto:andrew@impbreeze.co.uk), [recruitment@ibhse.co.uk](mailto:recruitment@ibhse.co.uk)