



# Elm Lodge Residential Care Home

Please return by post to:  
Elm Lodge  
Cluntergate, Horbury  
Wakefield WF4 5DB

Or scan, save and email to:  
[manager@elmlodgecare.co.uk](mailto:manager@elmlodgecare.co.uk)

## Application for Employment

POSITION APPLIED FOR \_\_\_\_\_

Personal Details		
Full Name		Date of Birth
Address		
City	County	Postcode
NI Number	Email Address	
Phone (home) (please include area code)	Phone (mobile)	

Emergency Contact 1	
Full Name	Phone
Address	Relationship

Emergency Contact 2	
Full Name	Phone
Address	Relationship

Transportation:	
Do you have a current UK driving license? <input type="checkbox"/> yes <input type="checkbox"/> no	Details of current endorsements

Availability			
Available to work	Times you are available to work	Any times <i>not</i> available to work	Can you be called at the last minute in case of emergency?
Full time <input type="checkbox"/>			<input type="checkbox"/> yes <input type="checkbox"/> no
Part time <input type="checkbox"/>			
Nights <input type="checkbox"/>			
Comments			

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<b>Schools</b>		
<b>Name of School(s)</b>	<b>Qualifications</b>	<b>Dates Achieved (include Month and year)</b>

<b>Colleges / Universities</b>		
<b>Name of Establishment</b>	<b>Qualifications</b>	<b>Dates Achieved (include Month and year)</b>

<b>Comments</b>
<b>Professional memberships</b>
<b>Special skills or courses relevant to this position (e.g. – NVQ's or Diplomas or other in employment training)</b>

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<b>Experience</b>
Discuss any training or experience you have in caring for others
What would you like <i>most</i> about working in care?
What would you like <i>least</i> about working in care?

<b>Employment History</b>		
Please begin with your present / most recent employer then your previous employers. Use additional blank sheets if more space is required. <b>PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT</b>		
May we contact your current employer prior to interview?		
<input type="checkbox"/> yes <input type="checkbox"/> no		
Company name and address	From	To
Job Title	Reason left and explain any gaps in employment:	
Duties		
Name of employer/line manager	Phone	
Current notice required		

Company name and address	From	To
Job Title	Reason left and explain any gaps in employment:	
Duties		
Name of employer	Phone	

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Company name and address	From	To
Job Title	Reason left and explain any gaps in employment:	
Duties		
Name of employer	Phone	

Company name and address	From	To
Job Title	Reason left and explain any gaps in employment:	
Duties		
Name of employer	Phone	

Company name and address	From	To
Job Title	Reason left and explain any gaps in employment:	
Duties		
Name of employer	Phone	

Company name and address	From	To
Job Title	Reason left and explain any gaps in employment:	
Duties		
Name of employer	Phone	

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<b>References</b> Please list names and addresses of two persons from whom we may obtain both work experience and character references.		
May we contact your current employer prior to interview? We reserve the right to contact any employer or referee once employment has begun.		
<input type="checkbox"/> yes <input type="checkbox"/> no		
Full name	Capacity in which giving a reference? Professional/ Personal	
Address		
City	County	Postcode
Job Title (if professional referee) or Relationship to you (if personal referee)	Email address	

Full name	Capacity in which giving a reference? Professional/ Personal	
Address		
City	County	Postcode
Job Title (if professional referee) or Relationship to you (if personal referee)	Email address	

<b>For Our Recruitment Purposes</b>
Please describe how you heard of Elm Lodge:

<b>Health Details</b>
Do you have a mental or physical disability: <input type="checkbox"/> yes <input type="checkbox"/> no
If yes: Please give details
What adjustments (if any) need to be made to the working environment to accommodate your disability?
Please give details of all absences from work in the last 12 months
Are you currently under the care of a GP, Consultant or any other medical professional? <input type="checkbox"/> yes <input type="checkbox"/> no
If yes please give details

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<b>Leisure</b>
Please note any sports, hobbies, pastimes etc...

<b>Criminal Records Declaration</b>
The provisions relating to the non-disclosure of criminal convictions do not apply to the position you are applying for. You must therefore disclose any criminal convictions even if under the Rehabilitation of Offenders Act 1974 they would otherwise be regarded as spent. Any failure to disclose any information in this section could result in termination of your employment
Have you been convicted of a criminal offence at any time? <input type="checkbox"/> yes <input type="checkbox"/> no
Have you ever received any official cautions, reprimands or warnings? <input type="checkbox"/> yes <input type="checkbox"/> no
To your knowledge, are you currently the subject of any criminal proceedings (for example, charged or summonsed but not yet dealt with) or any police investigation? <input type="checkbox"/> yes <input type="checkbox"/> no
If your answer to either of the three previous questions was 'yes' please provide details
Note: If selected for employment, you will need to undergo an enhanced DBS and Adult 1st check at your own cost through one of our agencies.

<b>Special Requirements</b>
Because this position involves the care of children and/or vulnerable adults employment is dependent on the following:
<ol style="list-style-type: none"> <li>1) Your written consent to obtaining a standard/enhanced DBS certificate from the Criminal Records Bureau or an Elm Lodge approved umbrella body.</li> <li>2) Such disclosure being acceptable to us.</li> <li>3) Proof of identity and right to work in the UK – birth or marriage certificate (where appropriate) and passport (if available).</li> <li>4) Two satisfactory written references.</li> <li>6) Evidence of physical or mental suitability for your work</li> </ol>

<b>Declaration (Please read this carefully before signing this application)</b>
<ol style="list-style-type: none"> <li>1 I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.</li> <li>2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.</li> <li>3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for an enhanced disclosure. I understand that should I fail to do so or should the disclosure not be to the satisfaction of Elm Lodge any offer of employment may be withdrawn or my employment terminated.</li> </ol>
Signed: ..... Date: .....

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