Pro-Care Personnel Solutions

PRO-CARE PERSONNEL SOLUTIONS APPLICATION FORM

PERSONAL DETAILS

Please affix 2x Passport Photographs.

Title _____

First Name _____

Known As _____

Middle Name(s) _____

Last Name _____

Maiden Name _____

Gender Male ☐ Female ☐

Nationality _____

Marital Status _____

How did you hear about Pro-Care Solutions? : _____

Address _____

_____

_____

Town/City _____

County _____

Postcode _____

Email: _____

Tel: Home _____

_____

Tel: Mobile _____

Work Status _____

National Insurance No _____

Passport No _____

Passport Expiry Date _____

Driving License Yes No

Car Owner Yes No

Please specify times at which you are not to be contacted _____

Is it ok to contact you at work? Yes ☐ No ☐

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CAREER HISTORY

Please confirm your career history details for the last 10 years. Please list using most recent first.

Employer:			
Address:			
Phone number:			
Date started:		Date left:	
Job title:		Full or part-time:	
Reason for leaving:			

Employer:			
Address:			
Phone number:			
Date started:		Date left:	
Job title:		Full or part-time:	
Reason for leaving:			

Employer:			
Address:			
Phone number:			
Date started:		Date left:	
Job title:		Full or part-time:	
Reason for leaving:			

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QUALIFICATIONS & TRAINING

Secondary Education

School Name, Address and Date attended	Qualification Achieved

Further Education and Training

University/College/date attended	Course	Subjects	Qualification

Occupational qualifications

College and dates attended	Qualification

You should supply any NVQ certificates -please note that we require manual handling/CPR certifications that have been updated in the last 12 months.

MEDICAL HISTORY

Have you ever suffered from any of the following?

Diabetes	YES ☐	NO ☐
Asthma/Hay fever	YES ☐	NO ☐
Bronchitis/Pneumonia/Pleurisy	YES ☐	NO ☐
Epilepsy	YES ☐	NO ☐
Headaches/Migraine	YES ☐	NO ☐
Back problems	YES ☐	NO ☐
Recurrent infections	YES ☐	NO ☐
Are you taking any prescription drugs?	YES ☐	NO ☐

If you have answered yes to any of the above questions please give details on separate paper and attach to this Application Form.

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Have you ever been vaccinated, immunized or tested for/against any of the Following?

Varicella	YES	NO
Tuberculosis including BCG	YES	NO
Rubella (German Measles)	YES	NO
Poliomyelitis	YES	NO
Tetanus	YES	NO
Typhoid	YES	NO
Any Other Please State:		

Name Of GP: _____

Address: _____

Postcode: _____

Telephone: _____

REFERENCES

Pro-Care Personnel Solutions requires 2 professional references.

It is essential that you have had professional dealings with both of your references within the last 2 years.

Name of Referee: _____

Position: _____

Work Address: _____

Country: _____

Postcode: _____

Telephone Number: _____ Fax: _____

Email: _____ Mobile Phone: _____

Name of Referee: _____

Position _____

Work Address: _____

Country: _____

Postcode: _____

Telephone Number: _____ Fax: _____

Email: _____ Mobile Phone: _____

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OPT-OUT AGREEMENT

DEFINITIONS

In this Agreement the following definitions apply: -

"Assignment" means the period during which the Temporary Worker is engaged in services to a Client.

"Client" means the person, firm or corporate body that has engaged the services of the Temporary Worker.

"Employment Business" means Pro-Care Personnel Solutions.

"Temporary Worker" means a Qualified Nurse, care assistant or other Temporary Worker.

"Working Week" means an average of 48 hours each week as calculated over any 17-week period.

THE AGREEMENT

The Working Time Regulations of 1998 state that a Temporary Worker shall not work on an Assignment with a client in excess of the Working Week unless they agree in writing that this limit should not apply.

The Temporary worker, by signing the declaration below, agrees that the Working Week shall not apply to their Assignments.

The Temporary Worker can end this Agreement at any time by giving the Employment Business 14 day's notice in writing. After the 14-day notice period has expired the Working Week shall apply immediately.

It should be noted, that any notice ending this Agreement does not mean that a Temporary Worker has ended an Assignment with a Client.

These laws are governed by English Law and are subject to the jurisdiction of the English Courts.

THE DECLARATION

I have read and fully understand the above OPT OUT AGREEMENT.

I hereby consent that the Working Week limit shall not apply to my Assignments.

I understand that I can end this Agreement by giving the Employment Business 14 days notice in writing.

SIGNED:

PRINT NAME:

DATE:

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NEXT OF KIN

NEXT OF KIN DETAILS

FULL NAME: _____

RELATIONSHIP: _____

HOME TELEPHONE: _____

MOBILE NUMBER: _____

ADDRESS: _____

_____

DISCLOSURES

Rehabilitation of Offenders Act

Due to the nature of the work for which you are applying, this post is exempt from the provisions of section 4.2 of the rehabilitations of offender's act 1974 (exemption order 1975). Applicants are therefore, not entitled to withhold information about convictions which for other purposes are „spent" under the provisions of the act and in the event of employment. Failure to disclose such convictions could result in dismissal or disciplinary action.
Any information given will be completely confidential and will be considered only in relation to an application for positions in which the order applies and should be entered at the end of any particulars you give in support of your application.
A copy of our written policies is available upon request. A criminal record will not necessary be a bar to obtaining a position.

Have you ever been convicted of a criminal offence? YES NO

Do you have any spent or unspent criminal convictions or cautions? YES NO

With an enhanced disclosure, under section 4.2 of the rehabilitation of offender's act 1974 (exemption order), all previous cautions, warnings and convictions will always be detailed regardless of how long ago

Any conviction, caution, reprimand will require a written statement of each and every event and how it does not affect your suitability for the role you are applying for.

Have you supplied additional information with this application for any spent/ unspent convictions, cautions or reprimands?

YES NO

Have you ever been involved in court proceedings? YES NO

Please give any additional information which you think may be relevant in support of your application on a separate page.

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DECLARATION

I confirm that the information I have provided in support of this application is complete and true and understand that knowingly to make a false statement could be a criminal offence.

Signature: Date:

I consent to Pro-Care Personnel Solutions checking the details I have provided against the various data sources in order to verify my identity and process the application. These details may be recorded and used to assist other organisations for identity verification purposes such as the CRB, regulatory bodies such as NMC or GSCC.

Signature: Date:

Pro-Care Personnel Solutions retains the right to hold this application and any other data required to process this application (whether in the UK, European Union or elsewhere) and keep for as long as necessary in line with the data protection act.

Please send the completed Pro-Care Personnel Solutions Application Form to the following address: -

Recruitment:
Pro-Care Personnel Solutions,
127 Purewell, Christchurch,
Dorset, BH23 1EJ
United Kingdom.

BUILDING SOCIETY /BANK DETAILS			
Bank Name			
Bank Address			
Account Holder's Name			
Sort Code		Account No	

I ..... authorise Pro-Care Personnel Solutions to pay my weekly wages into the above Bank Account and I will notify Pro-Care Personnel Solutions if changes occur to my details.

Signed: ..... Date: .....

Our registration process is as straightforward and simple as can be, however the sensitive nature of our sector necessitates thorough checks and sometimes this requires a bit more time.

For any queries please call us on freephone 0800 002 5466
E: info@procarepersonnelsolutions.uk
W: www.procaresolutions.uk