



EMPLOYMENT APPLICATION FORM

BAYDAN LTD
1-2 Lismore Circus
London, NW5 4QF

- **This Form is for employment applications where a DBS check must be carried out.**
- **Proof of identity required.**
- **2 proof of address required.**
- **1 Character reference.**
- **2 Employer references.**

Please complete this form in black ink and complete all sections

Data Protection Statement

The personal information (data) collected on this form, and on the attachments, (which includes the collection of sensitive personal data) are collected for the purposes of recruitment, personnel administration (for new employees) and monitoring. Unless you direct otherwise (for example in a situation where you would like this Application kept on file for future vacancies) the Application Forms (and attachments) of unsuccessful applicants will be destroyed after 6 months. It is the policy of the Company to protect, and keep secure, all personal data collected. All personal data is processed for the purposes of recruitment, and, in the case of successful Applicants, for the satisfactory administration of their employment, and for no other purpose.

Equality Statement

The Company's Equality Policy covers all employees, or potential employees, and embraces the principle that all people shall be treated equally, regardless of their age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation (these are known as "protected characteristics"), or offending background unless unequal, or different treatment can be shown to be justified and is appropriate.

Job Application Form

1. Personal Detail

Forename(s):	Surname:
All Previous Names:	Date of Birth:
Address: Postcode:	Telephone: Mobile: E-mail address:
Nationality:	National Insurance Number:
If not British national, what is your status? Resident Permit <input type="checkbox"/> Indefinite leave to remain <input type="checkbox"/> Refugee status <input type="checkbox"/>	Do you require a work visa to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when does your visa expire:
Do you have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details:	Are you taking any medication? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details:
Do you speak any other languages? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details:	Do you have a Full Valid UK/EU Driving Licence? Yes <input type="checkbox"/> No <input type="checkbox"/>

2. Education

Name/Address of Schools attended	Date From	Date To	Qualifications

3. Employment History

Present or Most Recent Employer:	
Job Title:	
Duties/Responsibilities:	
Start date:	Leaving date:
Employer Address:	
Post code:	

Previous Employer:	
Job Title:	
Duties/Responsibilities:	
Start date:	Leaving date:
Employer Address:	
Post code:	

Previous Employer:	
Job Title:	
Duties/Responsibilities:	
Start date:	Leaving date:
Employer Address:	
Post code:	

4. Skills and Experience

Have you worked with vulnerable adult and children? Yes No

Have you received any care training? Yes No

If any of the above is yes, please tick only the experience and skills you have

If no, please go to the next section

- First aid Qualifications/Experience
- Moving/Transferring: Use of Hoists/wheelchairs/sticks/Zimmer frames
- Toileting including urine bags/commodes/catheter bags/pads day/night
- Working with people with physical disabilities
- Working with people with mental health problems
- Working with chronically ill
- Working with people with learning difficulty

5. Criminal convictions

You **MUST** declare any criminal convictions and/ or pending prosecutions.

Do you have any criminal convictions? Yes No

If yes, please provide the details:

Conviction 1: _____

Conviction 2: _____

6. Previous Address History

Please state your address history for the past 5 years, including current address:

Address1: _____ Moved in: _____ Moved out: _____
_____ (MM/YYYY) (MM/YYYY)

Postcode: _____

Address2: _____ Moved in: _____ Moved out: _____
_____ (MM/YYYY) (MM/YYYY)

Postcode: _____

Address3: _____ Moved in: _____ Moved out: _____
_____ (MM/YYYY) (MM/YYYY)

Postcode: _____

7. Professional or Academic References:

(Please note you must use your most recent jobs/ or education institution.
This must correspond with Sections 2 & 3)

Character Reference	
References are normally taken up for candidates selected for interview. Give details of the names/addresses of a person that knows you at least more than three years.	
Name:	
Address:	
Post Code:	
Email:	
Phone: Mobile:	
Relationship to you:	
Work related Referees	
References are normally taken up for candidates selected for interview. Give details of the names/addresses of two work-related or educational references, it should be current employer, or if presently unemployed or self-employed, your last employer or tutor.	
Name:	Name:
Address:	Address:
Post code:	Post code:
Email:	Email:
Phone:	Phone: Mobile:
Mobile:	
Relationship to you:	Relationship to you:

Do you have any objection to your referees/employer being contacted prior to any job offer?

Yes No

If yes, give details why _____

8. Equal Opportunities Monitoring

Baydan Ltd wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of sex, race, nationality, ethnic or national origin, marital status, age or disability.

Under the requirements of the Race Relations Act, the employer must monitor the numbers of staff in post and the numbers of applicants for employment, training, and promotion by reference to the ethnic groups to which they belong.

In order to comply with the Race Relations Act & to identify any barriers that may exist within our organisational procedures, we monitor the ethnic origin of all employees throughout the employment cycle by requesting the following information.

All information is confidential. This form will be separated from your application before consideration of candidates takes place and will not be available to those involved in the selection process.

I identify my gender as:

Female Male Genderqueer Prefer not to disclose

My age group is: 18- 24 25 - 32 33 - 39
 40 - 49 50 - 59 60+

What is your ethnicity?

White	Mixed
British <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background <input type="checkbox"/>	White and Black <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background <input type="checkbox"/>
Asian	Black / African / Caribbean
Indian, Pakistani, Bangladeshi <input type="checkbox"/> Oriental: Chinese, Philippines <input type="checkbox"/> Any other Asian background <input type="checkbox"/>	Black African <input type="checkbox"/> Black Caribbean <input type="checkbox"/> Any other Black background <input type="checkbox"/>
Other ethnic group	Undisclosed
Arab <input type="checkbox"/> Any other ethnic group please specify:	Do not wish to answer <input type="checkbox"/>

9. Bank Account Details

In accordance with the conditions of employment, I give below details of my personal account so that my wage may be paid into the account below by direct credit transfer.

Name of Bank / Building Society	
Bank or Building Society address:	
Bank Sort Code:	
Bank Account Number	
Building Society Roll Number:	
Name of Account Holder:	
Signed:	Date:
<u>Emergency Contacts</u>	
Please nominate two people to be contacted in case of emergency.	
Name:	Name:
Address:	Address:
Post code:	Post code
Phone: Mobile: Email:	Phone: Mobile: Email:
Relationship to you:	Relationship to you:

10. Declaration

I confirm 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.

I confirm that I am physically and mentally fit for the purpose of the work which I would be required to perform and agree that the organisation reserves the right to require me to undergo a medical examination. (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 permission prior to contacting your doctor).

I understand that any job offered is subject to the following:

- Work permit (if applicable)
- Receipt of three satisfactory references
- DBS Check

I agree to a Disclosure and Barring Service check (DBS) if I am successful.

SIGNED: _____ **DATE:** _____

Please return this application form to the following address:

BAYDAN Ltd
1-2, Lismore Circus
London, NW5 4QF

Attention of HR Department

For Office Use Only

Date application received:	Interview date	Date of work permit checked	DBS date	All references received	Employment start date