



# ADONAI RECRUITMENT

## JOB APPLICATION FORM

Our equal Opportunity Promise to you.

Adonai Recruitment Services trading as is an equal opportunity employer, all applicants are selected and treated solely on the basis of their merits, abilities and potential, regardless of sex, colour, ethnic or national origin, race, gender, disability, age, sexual orientation, socio-economic background, religious or political beliefs, trade union membership, marital status or family circumstances.

## YOUR PERSONAL DETAILS

Post applied for: ..... Today's Date: .....

Are you permitted to work in the United Kingdom? Yes No

I require a work permit Yes  / No

First name: ..... Surname: .....

Middle name: .....

Date of Birth: ..... NI: .....

Home Tel: ..... Mobile: .....

Email Address: .....

Home Address: .....

..... Post Code: .....

## DISCLOSURE AND BARRING SERVICES DECLARATIONS *(Please Circle Your choice)*

Do you have a Current DBS? Yes No

If Yes, what is the DBS Number? .....

Have you registered your DBS online? Yes No

If yes what is the Online DBS Number? .....

## NEXT OF KIN

Full Names: .....

Relationship: .....

Address: ..... Post Code: .....

Home Tel: .....

Mobile: .....

Email Address: .....



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## DRIVING

- Do you have a full Driving Licence that allows you to drive in the UK? Yes  No
- Do you have access to a car that you can use for work? Yes  No
- Have you ever been banned from driving? Yes  No
- Do you current endorsements on your licence? Yes  No
- Does your car insurance include Class 1 business insurance? Yes  No
- Do you have any endorsement on your driving? Yes  No
- How many endorsements currently on your licence? ..... ..

**WE NEED A 10 YEARS HISTORY FROM THE TIME YOU LEFT FULL TIME EDUCATION. USE A SEPARATE SHEET IF NEEDED.**

## EDUCATION/QUALIFICATIONS/TRAINING

Please give information about qualifications gained relating to the role you are applying for – please continue a separate sheet where necessary.

HIGHER EDUCATION/QUALIFICATIONS		
Qualifications	Month and Year	Grade



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**TRAINING UNDERTAKEN** (If you have undertaken any relevant training to this post please give details)

Do you have current Certificates for these Trainings? Yes? No?

PROFESSIONAL COURSE ATTENDED		
	Month and Year	Grade

Have you attended any of the following Courses? Yes No?

Please date month and year for the trainings you have done in the last 12 months

COURSE TITLE	Date Attended	Expiry Date
	Month and Year	Month and Year
Diversity and Equality		
Deprivation of Liberty Safeguards		
Dementia Care		
Challenging Behaviour		
Epilepsy		
First Aid Awareness		
Person Centre Care		
Food Hygiene		
Health and Safety		
Induction Awareness		
Infection Control		
Mental Capacity		
Moving and Handling Assessments		
Moving and handling in Social Care (Theory and Practical)		
Safe Administrative of Medication		
Safeguarding Children and Vulnerable Adults		
First Aid – Theory and Practical		
Care Certificate		



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## JOBS AND OTHER WORK EXPERIENCE

1. MOST RECENT JOB AND EXPERIENCES – You are must fill in all the spaces with correct and accurate information.

We will use any of your previous Employers for your references, so please write names and Emails addresses clearly so that we can send to the correct email address.

Name of the Organisation:
Name of the Manager:
Job Title of the Manager:
Organisation Address:
Post Code:
Tel No.
Email Address:
Dates: Start (Month and Year) ..... End (Month and Year) .....
Salary: Per Hour: Per Week: Per Month: Per Year:
Capacity in which they know you e.g. (Line manager)
Line of duties during the time of employment with them. ..... ..... ..... ..... ..... ..... .....

2. RECENT JOB AND EXPERIENCES – You are must fill in all the spaces with correct and accurate information.

We will use any of your previous Employers for your references, so please write names and Emails addresses clearly so that we can send to the correct email address

Name of the Organisation:
Name of the Manager:
Job Title of the Manager:
Organisation Address:
Post Code:
Tel No.
Email Address:
Dates: (Month and Year) ..... End (Month and Year) .....
Salary: Per Hour: Per Week: Per Month: Per Year:
Capacity in which they know you e.g. (Line manager)
Line of duties during the time of employment with them. ..... ..... ..... ..... ..... ..... .....



# ADONAI RECRUITMENT

3. PREVIOUS JOB AND EXPERIENCES – You are must fill in all the spaces with correct and accurate information.

We will use any of your previous Employers for your references, so please write names and Emails addresses clearly so that we can send to the correct email address.

Name of the Organisation:
Name of the Manager:
Job Title of the Manager:
Organisation Address:
Post Code:
Tel No.
Email Address:
Dates: <i>(Month and Year)</i> ..... End <i>(Month and Year)</i> .....
Salary: Per Hour: Per Week: Per Month: Per Year:
Capacity in which they know you e.g. (Line manager)
Line of duties during the time of employment with them. ..... ..... ..... ..... ..... ..... ..... ..... .....

4. PREVIOUS JOB AND EXPERIENCES – You are must fill in all the spaces with correct and accurate information.

We will use any of your previous Employers for your references, so please write names and Emails addresses clearly so that we can send to the correct email address

Name of the Organisation:
Name of the Manager:
Job Title of the Manager:
Organisation Address:
Post Code:
Tel No.
Email Address:
Dates: <i>(Month and Year)</i> ..... End <i>(Month and Year)</i> .....
Salary: Per Hour: Per Week: Per Month: Per Year:
Capacity in which they know you e.g. (Line manager)
Line of duties during the time of employment with them. ..... ..... ..... ..... ..... ..... ..... .....





# ADONAI RECRUITMENT

The **General Data Protection Regulation (GDPR)** is a regulation in EU law on data protection and privacy for all individuals within the European Union. It also addresses the export of personal data outside the EU. GDPR requires that any staff handling personal data on others must follow certain principles in relation to the data that they hold. Individuals have rights of access to data that is held on them and rights to claim for damages if various offences occur. This covers manual as well as computerised records.

In implementing the legislation, Adonai Recruitment adopts a simple and straightforward policy that is, so far as is possible, easy to understand and unambiguous in its application.

If you are unsuccessful in this application, we will keep this form on file for 6 months should you wish to be considered for other vacancies within the organisation?

Please tick to show your agreement to this.

**Previous Application:** If you have previously applied to us for work, when did you apply and what was the vacancy?

Were you interviewed? Yes  No

If yes, what was the outcome?

Have you ever faced disciplinary action or warning within your previous position? Yes  No

If Yes please give details.



# ADONAI RECRUITMENT

## Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 provides that people in employment which is concerned with the provision of care or who carry out their duties wholly or partly on the premises where such provision takes place are obliged to disclose any convictions which would otherwise be spent. The Care Home Regulations provide that people in employment which is concerned with the provision of care or who carry out their duties wholly or partly on the premises where such provision takes place are obliged to disclose any criminal convictions, conditional discharges, bind overs or cautions that they have been subject to at any time in the past.

*Your answer to the following question should include any 'spent' convictions, conditional discharges, bind-overs or cautions. The 'Company' actively promotes equality of opportunity for all as stated in its Equal Opportunities policy, which can be found in your handbook or at your local office.*

**Have you ever been convicted of a criminal offence or received a Police?**

**Conditional discharge, bind-over, caution, warning, or reprimand?**     Yes     No

**Have you ever been issued with a Penalty Notice for Disorder?**

Yes     No

If so, what was the offence? .....Date .....

Making a false statement or any attempt to conceal information regarding this declaration will lead to the rejection of your application for employment with this company. Any details provided will be treated in the strictest confidence and will not automatically exclude anyone from being considered for any vacancy.

## DECLARATION

I have completed an Application for a Criminal Disclosure and can further state that to the best of my knowledge and belief, there will not be any positive disclosure made that will preclude me from working with vulnerable adults or children.

I also give permission for a copy of the disclosure to which I am subject, being made available to a named Authorised Person upon written request, who acts on behalf of a National Government or Local Government Department for auditing purposes.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





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## DECLARATIONS

I confirm that I am eligible to work in the UK. I fully accept that I am applying for Employment within Adonai Recruitment in the full knowledge and understanding that should Adonai Recruitment offer an introduction to a Service User and I accept such an introduction, any services that I provide, which are not allocated through Adonai Recruitment, are provided as a self-employed person.

As a self-employed person, I accept that Adonai Recruitment's duty is that of an agent, not employer, and in signing this disclaimer I acknowledge that neither Adonai Recruitment nor its employees hold any responsibility or liability whatsoever for the services I provide, nor for the consequences of the provision of such services, including personal accident, damage to Service User's property, etc.

I declare that all the information given is true and I understand that any false or misleading information may result in my removal from Adonai Recruitment register of applicants. I consent to the processing of sensitive personal data as referred to on the front page of this form.

Print Name: .....

Signed: .....

Date: .....

At Adonai Recruitment, we need the record of physical address for the past 10 years

	Address	Year From	Year To



# ADONAI RECRUITMENT

## REFERENCE AUTHORISATION FORM

I ..... give permission for Adonai Recruitment to get in touch with the referee I have provided them in the application form. I understand that Adonai Recruitment Services will contact the referee I have provided in order to obtain my work reference from previous employers/education establishments.

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



# ADONAI RECRUITMENT

## EQUAL OPPORTUNITY

Adonai Recruitment actively supports the principle of Equal Opportunities in employment and is committed to ensuring that individuals are treated fairly, with respect and are valued.

The sole criterion for selection or promotion in the Organisation is the suitability of any applicant for the job. In order to allow us to monitor that our policy is working, it would be helpful if you would complete this section. The information will not be used for any other purpose.

**Gender:** Male      Female      Other      (Please circle as appropriate)

Do you consider that you have a disability under the Equality Act 2010?

Yes      No      If yes, please specify:

If employed, please state any specific requirements or support you will require to carry out your duties:

Do you require a permit/visa to work in the UK?

Yes/No (*Please circle*)

If 'yes' Work permit / Student visa / Other Visa (*Please circle most appropriate*)

If 'yes' when does your permit/visa expire?

Biometric Car No. \_\_\_\_\_

Expiry Date \_\_\_\_\_

### **Ethnic Origin:**

(please circle) Ethnic Origin Refers to the ethnic or cultural origins of a persons ancestors. An ancestor is someone from whom a person is descended and is usually more distant than a grandparent.

<b>BLACK</b>		<b>WHITE</b>
African	Caribbean	European (UK)
Indian	Bangladeshi	European (Irish)
Pakistani	Chinese	Other European
Other (please specify)		Other (please specify)



# ADONAI RECRUITMENT

PAYE reference: 120/TB06441

## New Employee Form | Adonai Recruitment Services

### Employee details

Surname: .....

Forenames: .....

Address: .....

..... Post Code: .....

Date of birth: .....

Male / Female / Other

NI Number: .....

Telephone: .....

Mobile: ..... Email: .....

### Contact Information (in case of emergency)

Name of person to contact: .....

Relationship to you: .....

Telephone Mobile: .....

### Bank details

Bank name: .....

Account number: ..... Sort code: .....

Account name: .....

### Starter declaration

#### Tick one of the following three statements:

1. This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
2. This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
3. As well as my new job, I have another job or receive a State or Occupational Pension.

### Student Loans I make:

Type 1 Student Loan repayments through payroll

Type 2 Student Loan repayments through payroll

PostGrad Loan repayments through payroll

### P45:

I attach a copy of the P45 from my previous employer Employment Start Date

### Declaration

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



# ADONAI RECRUITMENT

## IMPORTANT INFORMATION.

To support your application form, please provide copies of the following documents which you could bring with you at the time of your interview in order to support the DBS check;

- Passport (current or expired) or UK Birth Certificate – this is for Right to work
- Residence Permit - if applicable
- Driving Licence (Full or provisional)
- Proof of address x 2 or 3  
(i.e. utility bills, bank statement, council tax, credit card statement) – within the last 3 months.
- Proof of National Insurance  
(e.g Payslip, NI Card, p45/p60, benefits statement)

Also, any training certificates you may have, please bring them along to the interview.

## PLEASE RETURN THE APPLICATION FORM TO:

The Recruitment Consultant

Adonai Recruitment Services 682 Wimborne Road Moordown, Bournemouth BH9 2EG	Mobile: 07449 017 700 Email: <a href="mailto:office@adonairecruitment.co.uk/">office@adonairecruitment.co.uk/</a> Website: <a href="http://www.adonairecruitment.co.uk/">www.adonairecruitment.co.uk/</a>
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Kindly see that you have correctly filled in all required information as incorrect or misleading information will result into your application process being delayed.