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| **Post Applied for:** | Insert Position applying for |

If you have any questions or require assistance please call **01527 870 879** or email **info@pulse8care.co.uk**.

**1. Personal Details**

**\***The information you supply on this form will be treated in confidence and will not be shared with any third parties.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title:** | Select | **Date of Birth:** | Select Date | **First Names:** | Insert First Names | |
| **Address Line 1:** | | Insert 1st line of current address | | **Surname:** | Insert Surname | |
| **Address Line 2:** | | Insert 2nd line of current address | | **Change of name:** | Insert change of name | |
| **Town / City:** | | Insert Town or City | | **Date of change:** | Select Date | |
| **Post Code:** | | Insert Post Code | | **Mobile number:** | Insert Mobile number | |
| **Date moved in:** | | Insert Date moved in | | **Landline number:** | Insert Landline number | |
| **Place of birth:** | | Insert Place of birth | | **NOK Name:** | Insert Next of Kin Name | |
| **NI Number:** | | Insert National Insurance Number | | **NOK Number:** | Insert Emergency contact number | |
| **Are you free to remain and take up employment in the UK with no current immigration restrictions?** | | | | | | Select |

**2. Address History -** Please provide history of addresses for no less than 3 years.

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| **1.** | **Address Line 1:** | Insert 1st line of current address | **Date moved in:** | Select Date |
| **Address Line 2:** | Insert 2nd line of current address | **Date moved out:** | Select Date |
| **Town / City:** | Insert Town or City | **Post Code:** | Insert Post Code |
| **2.** | **Address Line 1:** | Insert 1st line of current address | **Date moved in:** | Select Date |
| **Address Line 2:** | Insert 2nd line of current address | **Date moved out:** | Select Date |
| **Town / City:** | Insert Town or City | **Post Code:** | Insert Post Code |
| **3.** | **Address Line 1:** | Insert 1st line of current address | **Date moved in:** | Select Date |
| **Address Line 2:** | Insert 2nd line of current address | **Date moved out:** | Select Date |
| **Town / City:** | Insert Town or City | **Post Code:** | Insert Post Code |

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| **3. Vehicle Details Do you hold a current full UK Driving licence?** | | | Select |
| **Do you own your own vehicle?** | | | Select |
| **Do you have access to a vehicle?** | | | Select |
| **If yes to the above, do you currently have the following up to date?** | | | |
| **\*Note:** if you do not have any of the following up to date, you will **NOT** be able to work for Pulse8+ as a driver **MOT:** | | | Select |
| (You **MUST** obtain **business insurance**) **Insurance:** | | | Select |
|  | | **TAX:** | Select |
| **Please bring your Driving License (Card and Paper document) and Motor insurance Certificate to your Interview** | | | |
| **Have you ever been in receipt of benefit as a result of an Illness / Injury Arising from work?** | | | Select |
| **Have you ever been awarded Compensation for any Illness / Injury Arising from work?** | | | Select |
| **Vehicle Registration number:** | Insert Vehicle Registration Number | | |

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| **4. Scenario Question** -Answer the question below to the best of your ability. Once you get to the end of the first line, please then click the “insert your answer here” below and continue.  **In the event that you arrived to a service users property and there was some medication missing from their Dosset box what would you do in this situation?** |
| Insert your answer here |

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| **5. Employment History -** Give details of your full employment history, current or most recent employment first. | | | | | |
| **Company name:** | Insert the name of the company you worked for | | | **Start:** | Select Date |
| **Position Summary:** | Insert summary of position held at this company | | | **Finish:** | Select Date |
| **Company Address:** | Insert 1st line of company address | Insert Town or City | **Post code:** | | Insert PC |
| **Company name:** | Insert the name of the company you worked for | | | **Start:** | Select Date |
| **Position Summary:** | Insert summary of position held at this company | | | **Finish:** | Select Date |
| **Company Address:** | Insert 1st line of company address | Insert Town or City | **Post code:** | | Insert PC |
| **Company name:** | Insert the name of the company you worked for | | | **Start:** | Select Date |
| **Position Summary:** | Insert summary of position held at this company | | | **Finish:** | Select Date |
| **Company Address:** | Insert 1st line of company address | Insert Town or City | **Post code:** | | Insert PC |
| **Company name:** | Insert the name of the company you worked for | | | **Start:** | Select Date |
| **Position Summary:** | Insert summary of position held at this company | | | **Finish:** | Select Date |
| **Company Address:** | Insert 1st line of company address | Insert Town or City | **Post code:** | | Insert PC |
| **Company name:** | Insert the name of the company you worked for | | | **Start:** | Select Date |
| **Position Summary:** | Insert summary of position held at this company | | | **Finish:** | Select Date |
| **Company Address:** | Insert 1st line of company address | Insert Town or City | **Post code:** | | Insert PC |
| **Company name:** | Insert the name of the company you worked for | | | **Start:** | Select Date |
| **Position Summary:** | Insert summary of position held at this company | | | **Finish:** | Select Date |
| **Company Address:** | Insert 1st line of company address | Insert Town or City | **Post code:** | | Insert PC |

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| **6. Education** - Please give your qualifications obtained from Schools, Colleagues and Universities | | | | | |
| **School / College / University** | | **Course** | **Qualifications / Grades** | | |
| Insert name of School, Colleage or Uni | | Insert Name of Course | Insert qualifications obtained | | |
| Insert name of School, Colleage or Uni | | Insert Name of Course | Insert qualifications obtained | | |
| Insert name of School, Colleage or Uni | | Insert Name of Course | Insert qualifications obtained | | |
| Insert name of School, Colleage or Uni | | Insert Name of Course | Insert qualifications obtained | | |
| Insert name of School, Colleage or Uni | | Insert Name of Course | Insert qualifications obtained | | |
| Insert name of School, Colleage or Uni | | Insert Name of Course | Insert qualifications obtained | | |
| **7. Personal Qualifications** – E.g. Nursing, Social Care etc. | | | | | |
| **Professional Body Name:** | Insert Professional Body name | | | **Expiry Date:** | Select Date |
| **Enter Part Number:** | Insert the part number | | | **Result Date:** | Select Date |
| **Professional Body Name:** | Insert Professional Body name | | | **Expiry Date:** | Select Date |
| **Enter Part Number:** | Insert the part number | | | **Result Date:** | Select Date |
| **Professional Body Name:** | Insert Professional Body name | | | **Expiry Date:** | Select Date |
| **Enter Part Number:** | Insert the part number | | | **Result Date:** | Select Date |
| **Professional Body Name:** | Insert Professional Body name | | | **Expiry Date:** | Select Date |
| **Enter Part Number:** | Insert the part number | | | **Result Date:** | Select Date |
| **Professional Body Name:** | Insert Professional Body name | | | **Expiry Date:** | Select Date |
| **Enter Part Number:** | Insert the part number | | | **Result Date:** | Select Date |

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| **8. References -** Please supply two references (Who should if possible be your previous employers) | | | | |
| **Reference 1 Title:** | | Select | **First Names:** | Insert First Names |
| **Address Line 1:** | Insert 1st line of current address | | **Surname:** | Insert Surname |
| **Address Line 2:** | Insert 2nd line of current address | | **Position:** | Insert references position |
| **Town / City:** | Insert Town or City | | **Contact Number:** | Insert contact number |
| **Post Code:** | Insert Post Code | | **Email address:** | Insert references email address |
| **Reference 2 Title:** | | Select | **First Names:** | Insert First Names |
| **Address Line 1:** | Insert 1st line of current address | | **Surname:** | Insert Surname |
| **Address Line 2:** | Insert 2nd line of current address | | **Position:** | Insert references position |
| **Town / City:** | Insert Town or City | | **Contact Number:** | Insert contact number |
| **Post Code:** | Insert Post Code | | **Email address:** | Insert references email address |

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| **9. Legal** | | | | | |
| **Confidentiality Agreement** | | | | | |
| I Insert First Names Insert Surname confirm that during every assignment and afterwards where:   * To hold information relating to the client in the strictest confidence, ensure it is kept safely and securely when not in use. I acknowledge that no information is to be removed from the client’s premises without the permission of the Client. * To use such information only for the purpose of the work for which it was given. * Not to disclose to any third party or copy the information except as is required in the course of my duties.   Any breach, either by me or a third party, may result in legal proceedings being bought by the Client against me to recover any losses that have occurred as a result of a breach. | | | | | |
| **Sign:** | Insert Full Name as Signature | **Print:** | Insert First Names Insert Surname | **Date:** | Select Date |

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| **Consent to POVA (NI) Check** | | | | | |
| I Insert First Names Insert Surname understand that a Protection of Vulnerable Adults check must be carried out before my appointment can be confirmed. This has been explained to me and i am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and i consent to the check being made. | | | | | |
| **Sign:** | Insert Full Name as Signature | **Print:** | Insert First Names Insert Surname | **Date:** | Select Date |

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| **9. Legal - Continued** | | | | | |
| **Criminal Convictions Declaration –** Please fill which box is relevant to you | | | | | |
| **Box A**  (For roles that require a DBS Check, please complete only if you have no convictions, cautions, reprimands or final warnings, either spent or unspent. You should note that this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, consequently no conviction is considered spent and *must* be declared.)  **I HAVE NO CONVICTIONS, CAUTIONS, REPRIMANDS, OR FINAL WARNINGS.**  As the applicant for the position I confirm that the details shown above are an accurate record of the details contained within my disclosure certificate received from the disclosure and barring service and that this information can be shared amongst all parties involved within the applicable recruitment process. | | | | | |
| **Sign:** | Insert Full Name as Signature | **Print:** | Insert First Names Insert Surname | **Date:** | Select Date |
| **Box B**  (For roles that require a DBS check, please record below details of any and all unspent convictions, relevant spent convictions (where necessary), cautions, reprimands and/or final warnings that you may have to declare.)  **I HAVE THE FOLLOWING CONVICTIONS, CAUTIONS, REPRIMANDS AND/OR FINAL WARNINGS:**  As the applicant for the position I confirm that the details shown above are an accurate record of any criminal offences that may appear on my disclosure and barring service disclosure certificate, as of the date listed below and that this information can be shared amongst all parties involved within the applicable recruitment process. | | | | | |
| **Sign:** | Insert Full Name as Signature | **Print:** | Insert First Names Insert Surname | **Date:** | Select Date |

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| **10. Health and Ethnic Origin** | | | | | | | | | |
| **Criminal Convictions Declaration –** Select yes where relevant to yourself | | | | | | | | | |
| **Do you or have you ever suffered from any of the following** | | | | | **Please select your ethnic origin** | | | | |
| Back trouble e.g slipped disk, lumbago, strain, or sciatica: | | | | Select | Bangladeshi : | | | | Select |
| Depression, anxiety state, nervous illness or breakdown: | | | | Select | Black African : | | | | Select |
| Epilepsy or disease of the nervous system: | | | | Select | Black Caribbean : | | | | Select |
| Skin disease, boils, dermatitis or eczema: | | | | Select | Other, please state: | |  | | |
| Bronchitis, asthma or tuberculosis: | | | | Select | Chinese : | | | | Select |
| Illness relating to kidneys, bladder, liver or glands: | | | | Select | Indian : | | | | Select |
| Heart disease or circulatory problems: | | | | Select | Pakistani : | | | | Select |
| Fainting attacks or dizziness: | | | | Select | White European (EU) : | | | | Select |
| Arthritis, rheumatism: | | | | Select | White European (NON EU): | | | | Select |
| Diabetes: | | | | Select | White (NON EUROPEAN): | | | | Select |
| Any illness or medical condition not specified above: | | | | Select | Other Please state: | |  | | |
| **I hereby certify that:**   1. All the information given by me on this form is correct 2. All questions relating to me have been accurately and fully answered | | | | | | | | | |
| **Sign:** | Insert Full Name as Signature | **Print:** | Insert First Names Insert Surname | | | **Date:** | | Select Date | |

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| **11. Pension** | | | | | |
| If you would like to either join or opt out of the pension scheme here at Pulse8+ Limited select and complete **one** of the options below. | | | | | |
| **Option 1 - IN** | | | | | |
| I confirm I personally submitted this notice **to join** a workplace pension scheme. | | | | | |
| **Sign:** | Insert Full Name as Signature | **Print:** | Insert First Names Insert Surname | **Date:** | Select Date |
| **Option 2 - OUT** | | | | | |
| I confirm I personally submitted this notice **to** **not join** (opt out) a workplace pension scheme. | | | | | |
| **Sign:** | Insert Full Name as Signature | **Print:** | Insert First Names Insert Surname | **Date:** | Select Date |

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| **11. Payroll Details** | | | | | | | | | | | |
| **\***We cannot pay you without any of the information below. | | | | | | | | | | | |
| **Title:** | | Select | **Date of Birth:** | Select Date | | | **First Names:** | Insert First Names | | |
| **Address Line 1:** | | | Insert 1st line of current address | | | | **Surname:** | Insert Surname | | |
| **Address Line 2:** | | | Insert 2nd line of current address | | | | **Mobile Number:** | Insert Mobile number | | |
| **Town / City:** | | | Insert Town or City | | | | **NI Number:** | Insert National Insurance Number | | |
| **Post Code:** | | | Insert Post Code | | | | **Email Address:** | Insert Email address | | |
| **Branch Name:** | | | Insert Branch Name | | | | **Account Number:** | Insert Account Number | | |
| **Branch Area:** | | | Insert Branch Area | | | | **Sort Code:** | Insert Sort Code | | |
| I the undersigned certify that the information I have provided above is accurate. | | | | | | | | | | |
| **Sign:** | Insert Full Name as Signature | | | | **Print:** | Insert First Names Insert Surname | | | **Date:** | Select Date |

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| **12. Checklist** | |
| **You must bring to your interview;** | |
| * **CRB Payment (£**Please ring for current cost**)** | * **Driving License (**Care and Paper Document**)** |
| * **A copy of your CV** | * **Your Vehicles MOT Certificate** |
| * **Your passport** | * **Your Motor Insurance Certificate (**Must have business insurance) |
| * **Bank Statement (**no more than 3 months old**)** |
| **And 2 or more of the following;** | |
| * **Bill (**Gas, Elec, Phone, no more than 3 months old**)** | * **Birth Certificate** |
| * **National Insurance Card** | * **Marriage Certificate** |

**Once you have completed this application form, email it and a copy of your CV as an attachment to info@pulse8care.co.uk.**

If you have any questions or require assistance please call **01527 870 879**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Office use Only** | | | |
| **\*P45 Form supplied:** | Select | **\*CRB Paid:** | Select |
| **\*P46 Form Completed:** | Select | **\*CRB Received:** | Select |
| **\*Uniform Deduction made:** | Select | **\*CRB Sent:** | Select |