

Job Application Form

VBS Healthcare · CQC registered home care · Registered as Virtuous Business Solutions Limited

Please complete all sections in full. Where a question does not apply to you, write 'N/A'. We never use freelance carers: every successful applicant joins our team and is trained in-house. The information you give will be treated in confidence and used only for recruitment.

How to return this form: complete it on screen or by hand, then upload it using the 'Apply now' form at vbs-healthcare.com/careers, or email it to info@vbs-healthcare.com. You are welcome to attach a CV as well.

1. Position applied for

Role applied for	
Preferred location(s)	
Full-time / part-time / bank	
Earliest start date	
How did you hear about this vacancy?	

2. Personal details

Title and full name		
Address		
Postcode		
Mobile phone		
Email address		
National Insurance number		
Do you hold a full UK driving licence?	☐ Yes	☐ No
Do you have access to a vehicle for work?	☐ Yes	☐ No

3. Right to work in the UK

Under the Immigration, Asylum and Nationality Act 2006 we must check that every employee has the right to work in the UK before they start.

Do you have the right to work in the UK?	☐ Yes	☐ No
Do you require sponsorship to work in the UK?	☐ Yes	☐ No
If you hold a visa or permit, please state the type and expiry date		

4. Employment history

Please start with your current or most recent employer and account for any gaps in employment. Continue on a separate sheet if necessary.

Employer name and address	Dates (from – to)	Job title and main duties	Reason for leaving

5. Education, qualifications and training

Please list any qualifications or care-related training, for example Care Certificate, NVQ/QCF in Health and Social Care, moving and handling, medication, first aid or safeguarding.

School / college / training	Dates	Qualification or course	Grade / result

6. Supporting statement

Tell us why you would like to work in care and what you would bring to VBS Healthcare. You do not need previous care experience: we train our carers in-house. Please describe any experience (paid or unpaid) that shows you are kind, dependable and patient.

7. Availability

Please tick all that apply.

☐ Weekday mornings	☐ Weekday evenings	☐ Weekends	☐ Nights	☐ Live-in
Any days or times you are not available				

8. References

Please give two referees. One must be your current or most recent employer. References will only be taken up if you are offered a position. Referees must not be relatives.

	Referee 1	Referee 2
Name		
Job title / relationship to you		
Organisation		
Address		
Phone		
Email		
May we contact before interview?		

9. Criminal record declaration

Because this role involves working with vulnerable adults it is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You must declare all convictions, cautions, reprimands and final warnings, including spent ones, except those that are 'protected' under current filtering rules. Successful applicants will be required to complete an Enhanced DBS check with Adults' Barred List. A criminal record will not necessarily prevent you from being employed.

Do you have any convictions, cautions, reprimands or final warnings to declare?	☐ Yes	☐ No
Are you on the DBS Adults' Barred List?	☐ Yes	☐ No
If yes to either, please give details (or attach a sealed envelope marked 'confidential')		

10. Reasonable adjustments

Do you need any adjustments to take part in an interview? If so, please tell us how we can help	
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11. Declaration

I confirm that the information given on this form is true and complete. I understand that any false or misleading information, or failure to disclose relevant information, may lead to withdrawal of an offer or dismissal. I consent to VBS Healthcare (Virtuous Business Solutions Limited) processing the information on this form for the purposes of recruitment, in line with its Privacy Policy.

Signature	
Print name	
Date	