

SAY CARE LTD

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Freshwater IOW PO40 9UH

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Website: www.saycare.co.uk

RECRUITMENT APPLICATION FORM

Title: <input type="text"/>	Surname: <input type="text"/>	First Name: <input type="text"/>
Middle Names (Required for DBS) <input type="text"/>		Home Telephone No: <input type="text"/>
Date of Birth: <input type="text"/>		Mobile Telephone No: <input type="text"/>
Position Applied For: <input type="text"/>	Nationality: <input type="text"/>	
Do you hold a clean driving licence? YES / NO If NO to above, please state why? <input type="radio"/> <input type="radio"/> <input type="text"/>	Nos of days off sick in the last 2 years? <input type="text"/>	
Do you have Business Car Insurance? YES/NO <input type="radio"/> <input type="radio"/>	Were these continuous or as separate days? <input type="text"/>	
EMPLOYMENT RECORD – Please list your last employer below. We must have a list of continuous employment/unemployment as part of the regulations we must adhere to. On the next page please start with position after leaving school and come forward to the position you currently hold and listed below. There must not be any gaps so if you were at home raising children please complete as parenting at home and list the dates.		
Current employer and address or employment status	Position Held & Duties Performed	Dates of Employment

Please start with your first job, or position after leaving school. Please ensure there are no gaps between positions. If you are attaching a CV please account for any gaps below. Please continue on reverse of paper if not enough space.

DATE	POSITION/TITLE/ROLE	EMPLOYER/EDUCATION/OTHER
From: <input type="text"/> To: <input type="text"/>		
From: <input type="text"/> To: <input type="text"/>		
From: <input type="text"/> To: <input type="text"/>		
From: <input type="text"/> To: <input type="text"/>		
From: <input type="text"/> To: <input type="text"/>		
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From: <input type="text"/> To: <input type="text"/>		
From: <input type="text"/> To: <input type="text"/>		
From: <input type="text"/> To: <input type="text"/>		

Schools/Colleges attended and qualifications gained: Continue on reverse if more space required.

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Please provide details of three referees (one of which should be your last employer and one may be a personal referee):

Contact Name:	<input type="text"/>
Company Name:	<input type="text"/>
Address:	<input type="text"/>
Telephone Nos:	<input type="text"/>
Email Address:	<input type="text"/>

Contact Name:	<input type="text"/>
Company Name:	<input type="text"/>
Address:	<input type="text"/>
Telephone Nos:	<input type="text"/>
Email Address:	<input type="text"/>

Contact Name:	<input type="text"/>
Company Name:	<input type="text"/>
Address:	<input type="text"/>
Telephone Nos:	<input type="text"/>
Email Address:	<input type="text"/>

All employees will be asked to complete a full enhanced Police Reference Check. Please list below any convictions that we should be aware of:

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This post is exempt from the Rehabilitation of Offenders Act (Exceptions) Order 1975 and a Disclosure is to be made to the Criminal Records Bureau. You must declare all criminal convictions, including those that would otherwise be considered spent.

Note that failure to disclose information regarding any cautions and convictions could result in a withdrawal of a job offer, or in the event of employment, dismissal or disciplinary action.

Where

Medical Details - Do you have any health related conditions or take any medication that you feel may affect your ability to work in any particular area of the position you are applying for. If yes, please provide details:

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I confirm that the above information is accurate, and my employment history is as accurate as I can remember from leaving school to starting employment with Say Care Limited.

Print Name:

Date:

Signature:

For Office Use:

Form checked by Manager:

Print Name:

Date:

Signature

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Documentary Proof Required – Prior to Employment.

Under the guidelines of the Home Office, and since Brexit the rules have changed, and it is the responsibility of an employer to be satisfied that a potential employee has the right to work in the UK. If you are not of UK origin, then we need evidence that you have a right to work in the UK. We can do this online if you have been given a share code, we will need this code and your date of birth to progress this. If you do not have a share code or do not wish to use this facility then we do need to see the original documents.

To combat illegal working we are under an obligation to retain copies, from an original document. Please sign the bottom of this form to confirm that you will be able to provide us with the original documents in order that we can, and have your permission to, retain this information on your personnel file. Please tick the documents that you will be able to supply.

Temporary COVID-19 adjusted check measures

Up to and including 5th April 2022 inclusive, Say Care can carry out temporary adjusted checks as follows:

1. You will be asked to submit a scanned copy or a photo of your original document via email or via a mobile app.
2. We will arrange a video call with you and ask you to hold up the original document to check it against the digital copy of the documents sent to us. We will record the date this is done and mark the copies “adjusted check undertaken on (date) due to COVID-19.
3. If you have a current Biometric Residence Permit, Biometric Residence Card, have been granted status under the EU Settlement Scheme or the points-based immigration system we can use the “online right to work checking service” (<https://www.gov.uk/employee-immigration-employment-status>) whilst we are having the video call – and you will be required to give us permission to view your details. The video call may be recorded for our records. You do not have to use the online service or provide us with permission, but you will have to provide us with the original documents as points 1 and 2 instead.

New guidance will be issued ahead of 6th April 2022 and our notes will be updated accordingly.

Step 1 - physical check

An original document from either [List A](#) or [List B](#) is an acceptable document for a manual right to work check. Please tick the document you will provide at interview stage.

List A		Tick
1	A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.	<input type="checkbox"/>
2	A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.	<input type="checkbox"/>
3	A current document issued by the Home Office to a family a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.	<input type="checkbox"/>
4	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey, or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.	<input type="checkbox"/>
5	A current Biometric Immigration Document (biometric residence permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.	<input type="checkbox"/>
6	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.	<input type="checkbox"/>
7	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, <u>together</u> with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.	<input type="checkbox"/>
8	A birth or adoption certificate issued in the UK, <u>together</u> with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.	<input type="checkbox"/>
9	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <u>together</u> with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.	<input type="checkbox"/>
10	A certificate of registration or naturalisation as a British Citizen, <u>together</u> with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.	<input type="checkbox"/>

List B – Group 1		Tick
1	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.	<input type="checkbox"/>
2	A current Biometric Immigration Document (biometric residence permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.	<input type="checkbox"/>
3	A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time-limited period and to do the type of work in question.	<input type="checkbox"/>
4	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey, or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.	<input type="checkbox"/>
5	A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 th June 2021.	<input type="checkbox"/>
6	A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.	<input type="checkbox"/>
7	A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, <u>together</u> with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.	<input type="checkbox"/>

List B – Group 2		Tick
1	A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 th June 2021 <u>together</u> with a Positive Verification Notice from the Home Office Employer Checking Service.	<input type="checkbox"/>
2	A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 th June 2021 <u>together</u> with a Positive Verification Notice from the Home Office Employer Checking Service.	<input type="checkbox"/>
3	An application registration card issued by the Home Office stating that the holder is permitted to take the employment in question, <u>together</u> with a Positive Verification Notice from the Home Office Employer Checking Service.	<input type="checkbox"/>
4	A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.	<input type="checkbox"/>

An original document from either List A or List B of the acceptable documents above must be obtained and copies kept, for a manual right to work check.

I acknowledge the above in contemplation of employment and will produce the relevant documents listed above.

Signed..... Name (Print)

Date

For Office Use Only:

Checked by Manager.

Step 2 - check

A manager must check that the documents are genuine and that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work being offered:

		Circle one		
1	Are photographs consistent across documents and with the person's appearance?	YES <input type="radio"/>	NO <input type="radio"/>	N/A <input type="radio"/>
2	Are dates of birth correct and consistent across documents?	YES <input type="radio"/>	NO <input type="radio"/>	N/A <input type="radio"/>
3	Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	YES <input type="radio"/>	NO <input type="radio"/>	N/A <input type="radio"/>
4	Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (For Students who have limited permission to work during term-time, you must obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	YES <input type="radio"/>	NO <input type="radio"/>	N/A <input type="radio"/>
5	Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	YES <input type="radio"/>	NO <input type="radio"/>	N/A <input type="radio"/>
6	Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained).	YES <input type="radio"/>	NO <input type="radio"/>	N/A <input type="radio"/>

Step 3 - copy

A clear copy of each document must be made, in a format which cannot later be altered, and retain the copy securely either electronically or in hardcopy. Tick which are retained:

		Tick
1	Passports: any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.	<input type="checkbox"/>
2	All other document: the document in full, both sides of a biometric residence permit. You must also record and retain the date on which the check was made.	<input type="checkbox"/>

Step 4 – Know the type of excuse you have

If all three steps have correctly been carried out then the company has an excuse against liability for a civil penalty if the above person is found working for us illegally. However, Say Care need to be aware of the type of excuse we have as this determines how long it lasts for, and if, and when we are required to do a follow-up check.

The documents that have been checked and copied from are:

Excuse		Tick
1	List A – We have a continuous statutory excuse for the full duration of the person's employment with us. We are not required to carry out any repeat right to work checks on them	<input type="checkbox"/>
2	List B: Group 1 – We have a time-limited statutory excuse which expires when the person's permission to be in the UK expires on A follow-up check is due when the document evidencing their permission to work expires, but will be done 1 month prior on	<input type="checkbox"/>
3	List B: Group 2 – We have a time-limited statutory excuse which expires six months from the date specified in the Positive Verification Notice which is dated We will be carrying out a follow-up check when the notice expires on	<input type="checkbox"/>

