These notes are to help you complete the attached application form for the position you have applied for. There is little point in selecting people for interview that would not be suited to the position. It is important that you give us as much information as possible to make a proper decision.

***HELPFUL NOTES & GUIDENCE***

* ***You must complete all sections*** – you must not leave any parts blank – if the section does not apply for what ever reason write **N/A or NONE, do not leave it blank**.

* **Section 1.0 & 1.1** The entire application is a legal document and to tell untruths or omissions no matter how trivial may take away any potential job offer. This includes information regarding your ability to actually work in the UK. If you become employed by Oaklands and then facts stated in your application form are found out that you have been untruthful or omitted from this application form then you will lose your job. An attached CV is helpful and will viewed in a positive light. However if you are attaching a CV then you must **still complete ALL the sections** in this application form.
* **Section 2.0 & 2.1** – Your last employer should be detailed in Section 2.0 all other employers over the last ten years including period of unemployment should be detailed in Section 2.1. If you have only had 2 or 3 employers over that period then strike out the other boxes. If you have come straight from college or some form of course and do not have any previous employers please detail this briefly in section 2.0 at the top and strike out all the boxes in 2.1
* **Section 3.0** – If you have been on any course / or vocational training please detail it here. Oaklands will provide training in critical areas. Should you be offered a role, and you then leave before your probationary period is completed, then Oaklands reserves the right to recoup the cost of training, and the time taken to complete it from you. Standard induction training and initial course cost is £250 (20 online training courses @£12.50/course, plus induction training), and this cost and terms will be confirmed in your contract of employment.
* **Section 4.0** – It is important to tell us if you possess other life skills or have experience in other areas please. Not everyone possesses formal qualifications or training but their life experiences make them more than qualified to do the job. It is important for us to know what other experience you have or what as work you have done.
* **Section 5.0 References** – We will require references from **your last two employers** and then one from another as a character reference. Character and personal references will only be acceptable if you have been in education. The reference must be from your line manager or from the personnel section. If your last employer refuses to give us a reference it may be necessary to contact other previous employers. If you are coming from a college or a course then it is acceptable to give the name of your tutor for one of the references as well as temporary or voluntary employment during your studies. If there is not enough room in that section then you may continue in area provided in Section 9.0.
* **Section 6.0 Disciplinary / Warnings**: You must give details of **any** verbal reprimands and warnings you have received in the course of your employment or training.
* **Section 8.0 Criminal Convictions / proceedings** – Previous convictions do not automatically preclude someone from being offered possible employment with Oaklands, each application is individual and considered accordingly. If you have had a **DBS** (Disclosure & Barring Service) check you must attach a clean and clear copy that is readable. You must disclose any convictions including driving offences and also if you are subject to any proceedings or cautions. If you have not had this sort of check any potential job offer is subject to its outcome. Should a new DBS check need to be carried out, the cost of this will be deducted from your first payment from Oaklands Support Ltd.
* **Section 9.0** - allows for you to give more detail to previous sections that there may have not been enough room. It also allows you to tell us why you think you are a good candidate for the job as well as anything that has not been covered. It is your duty to tell us anything that you may think could possibly affect any job offer or potential employment.
* **Declaration** - Signing the application form declares that the information that has been given is accurate and forms part of your contract of employment if you are offered a job in the future and is therefore a legal document that may be relied on in the future.

| **POSITION APPLIED FOR** | SUPPORT WORKER |
| --- | --- |

**1.0 PERSONAL DETAILS**

| **FIRST NAME/s : CHARLEEN NGANGWAAH** | **SURNAME : NANA** |
| --- | --- |
| **PREVIOUS NAME/s :** | **Reason for** **change & year:** |
| **N. I. Number: TK548536A** | **Date &**  **Place of Birth :** |
| **Do you hold a full**  **Driving Licence: NO** | **If you hold a full Licence how many**  **Does it have any points if YES** |
| **Are you registered**  **Disabled: NO** | **Disability Number :** |
| **HOME** **ADDRESS & 24 STOCKBROOK STREET****month & year moved in :** JAN 2023 | |
|  | |
| **If you have lived at the above address for under 10 years please give previous addresses & the month & year moved in** | |
|  | |
| **If there is more than one address in the last 10 years use Section 9.0 to add the others and the month & year you moved** | |
| **Home Tel Number**  **(& Area Code) :** | **Email Address: nanacharleen1@gmail.com** |
| **Mobile**  **Tel Number: 07497044599** | **Work**  **Tel Number :** |

**1.1 CONFIRMATION of PERSONAL DETAILS and ABILITY TO WORK IN THE UK**

| **NATIONALITY: CAMEROONIAN** | **TOWN of BIRTH: KUMBA** | | | | **COUNTRY of BIRTH: CAMEROON** |
| --- | --- | --- | --- | --- | --- |
| **Do you hold a**  **Passport of any kind:YES AA125835** | | | | | **ISSUE DATE: 11/01/2022** |
| **PLACE / COUNTRY OF ISSUE: BUEA/CAMEROON** | | | | | **EXPIRY DATE: 11/01/2027** |
| **Do you hold a VISA to be in the UK :YES** | | | | | |
| **Details of any visa : N/A** | | | | | |
| **GRADUATE VISA** | | | | | |
| **Are there any restrictions or limitations to your residence in the UK that might affect you to take up employment in the UK such as visa or Residency** | | | | **NO** | |
| **Details of any restrictions : None or N /A** | | | | | |
|  | | | | | |
| **Please provide copies of your passport and any letters or visa / residency permits - How many pages are attached to this application** | | | number of pages attached and brief description | | |
| **Ethnic**  **Heritage AFRICAN** | **What languages**  **Do you speak ENGLISH AND FRENCH** | | | | |
| **Are there any cultural or religious restrictions of limitations to the type of work you have applied for** | | **NO** | | | |
| **Details of any restrictions : N/A** | | | | | |
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**2.0 CURRENT EMPLOYER – if currently unemployed please state your last employer**

| **CURRENT EMPLOYER / COMPANY NAME: THE VILLAS CARE HOMES** | |
| --- | --- |
| **ADDRESS : 69-71 WILSON STREET** | |
|  | |
| **NATURE of WORK**  **or JOB DONE / DUTIES : CARE ASSISTANT** | |
|  | |
| **HOW LONG DID**  **YOU WORK HERE :** [Please Give Dates] **FROM : 24/04/2023 TO : 18/06/2024** | |
| **REASON FOR LEAVING**  **or WISHING TO LEAVE: LIMITED HOURS** | |
| **Current**  **HOURLY RATE: £11.44** | **And / or**  **PRESENT SALARY :** |
| **HOW MANY DAYS PAID HOLIDAY Were these Inclusive of**  **WERE YOU ENTITLED TO : NONE Bank Holidays : N/A** | |
| **OTHER BENEFITS:** | |
| **HAVE YOU BEEN SUBJECT TO ANY DISCIPLINARY ACTION WHILST EMPLOYED HERE: NO** [ delete one] | |
| **If YES to the above**  **please give brief details:** | |
|  | |
| **Are there *ANY* complaints or notes on file about your work or how you got on with other team members** **NONE** | |
| **Are there *ANY* complaints or notes on file about how you got on or dealt with clients / relatives / others** **NONE** | |
| **WHO DID YOU WHAT WAS THEIR**  **REPORT TO: POSITION IN THE COMPANY:** | |
| **HAVE YOU ANY HOLIDAYS BOOKED IN THE NEXT 6 months : NO** [ delete one] | |
| **If YES to the above please**  **give brief date/s & details:** | |

| **Continuation / further information provided (IF NONE PLEASE WRITE NONE) :** |
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**2.1 PREVIOUS EMPLOYERS (PLEASE LIST ALL PREVIOUS EMPLOYMENT GOING BACKWARDS IN HISTORY )**

You are required to give details of **ALL employment both permanent & temporary and periods of unemployment since leaving school** starting with the most recent and working backwards. Give details & reasons for any gaps due to unemployment / childbirth / hospitalisation etc. If you do not have enough space below please list additional information on the separate sheet provided at the end [section 9.0]

| **1. Current Employer & Address** | **JOB DONE / DUTIES** | **FROM** | **TO** |
| --- | --- | --- | --- |
| **Name:THE VILLAS CARE HOMES LTD**  **Address:69-71 WILSON STREET**  **Email Address:thevillas.chs.manager@gmail.com**  **Contact Number:01332383187** | CARE ASSISTANT | 24/04/23 | 18/06/24 |
| **Reason for leaving**  **or details LIMITED HOURS**  **Were you subject to any disciplinary actions or complaints here: NO** [delete one] | | |
|
| **2. Employer & Address** | **JOB DONE / DUTIES** | **FROM** | **TO** |
| **Name:SOLIDARITY HEALTHCARE BUEA**  **Address:BUEA/CAMEROON**  **Email Address:noelachrist1996@gmail.com**  **Contact Number:+237674063636** | SUPPORT WORKER | 25/01/2020 | 15/01/2023 |
| **Reason for leaving**  **or details TRAVELLED ABROAD**  **Were you subject to any disciplinary actions or complaints here: NO** [delete one] | | |
|
| **3. Employer & Address** | **JOB DONE / DUTIES** | **FROM** | **TO** |
| **Name:**  **Address:**  **Email Address:**  **Contact Number:** |  |  |  |
| **Reason for leaving**  **or details**  **Were you subject to any disciplinary actions or complaints here: YES / NO** [delete one] | | |
|
| **4. Employer & Address** | **JOB DONE DUTIES** | **FROM** | **TO** |
| **Name:**  **Address:**  **Email Address:**  **Contact Number:** |  |  |  |
| **Reason for leaving**  **or details**  **Were you subject to any disciplinary actions or complaints here: YES / NO** [delete one] | | |
|
| **5. Employer & Address** | **JOB DONE / DUTIES** | **FROM** | **TO** |
| **Name:**  **Address:**  **Email Address:**  **Contact Number:** |  |  |  |
| **Reason for leaving**  **or details**  **Were you subject to any disciplinary actions or complaints here: YES / NO** [delete one] | | |
|
| **6. Employer & Address** | **JOB DONE /DUTIES** | **FROM** | **TO** |
| **Name:**  **Address:**  **Email Address:**  **Contact Number:** |  |  |  |
| **Reason for leaving**  **or details**  **Were you subject to any disciplinary actions or complaints here: YES / NO** [delete one] | | |
|
| **7. Employer & Address** | **JOB DONE /DUTIES** | **FROM** | **TO** |
| **Name:**  **Address:**  **Email Address:**  **Contact Number:** |  |  |  |
| **Reason for leaving**  **or details**  **Were you subject to any disciplinary actions or complaints here: YES / NO** [delete one] | | |
|
| **8. Employer & Address** | **JOB DONE /DUTIES** | **FROM** | **TO** |
| **Name:**  **Address:**  **Email Address:**  **Contact Number:** |  |  |  |
| **Reason for leaving**  **or details**  **Were you subject to any disciplinary actions or complaints here: YES / NO** [delete one] | | |
|

**3.0 TRAINING / EDUCATION**

| **List ANY vocational or relevant training you have for the position applied for (with dates where appropriate) including any NVQ or similar training– if there are none please write NONE – do not just leave blank** | | | |
| --- | --- | --- | --- |
| NONE | | | |
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| **3.1 EDUCATION / FORMAL QUALIFICATIONS**  If you do not have enough space below please list additional information on a separate sheet PROVIDED AT THE END | | | |
| **(1) UNIVERSITY / COLLEGE: UNIVERSITY OF DERBY** | | | |
| **DATES FROM : JAN 2023 TO : JULY 2024** | | **SUBJECT : MASTER IN LAWS** | |
| **QUALIFICATION /GRADE: MERITS** | | | |
| **OTHER**  **INFORMATION N/A** | | | |
| **(2) PROFESSIONAL / VOCATIONAL including highest NVQ or similar grade you hold:** | | | |
| **DATES FROM : TO :** | | **SUBJECT :** | |
| **QUALIFICATION /GRADE:** | | | |
| **OTHER** **INFORMATION** | | | |
| **3.2 SECONDARY EDUCATION / SCHOOL**  If you do not have enough space below please list additional subjects / qualifications on a separate sheet | | | |
| **SCHOOL / ADDRESS ATTENDED:** | | | |
| **Subject** | **Qualification** | **Grade** | **Date /s** |
| ST FRANCIS COLLEGE FIANGO KUMBA | ADVANCED LEVELS | EXCELLENT | 2014-2016 |
| PHS KUMBA | ORDINARY LEVELS | EXCELLENT | 2009-2014 |
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# **4.0 OTHER RELEVANT EXPERIENCE or SKILLS**

| **If you have none please write NONE** **do not just leave blank** |
| --- |
| I have relevant skills and experience related to this role as it has been my field in the past years. |
|  |
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# **4.1 HOW DID YOU HEAR ABOUT THIS POSITION & why do you want to work for OSL**

| **A) How did you hear of this position – and what makes** **to work with this organisation - do not just leave blank** |
| --- |
| From a friend and relative. After going through the company website it is a big and prestigious one and I wish to be a member of staff to share and work in collaboration with other colleagues in making the company greater. |
|  |
|  |
| **B) Do you have any relatives either through If YES please**  **Marriage or blood working for this organisation YES** (delete one) **give details :MOM** |

# **5.0 REFERENCES**

| **References will only be pursued if a job offer is made & it will be subject to these being personally satisfactory to your line manager or the Operations Director. Two should be from your last two previous employers including your most recent last employer , one other reference can be a character reference - If you are applying from a training course or educational institution without being in a full or part time job then - both must be from your tutors or one as character reference . Friends and relatives must be disclosed if they provide any references (these in some circumstances may not be acceptable for reference purposes you will be informed and then required to provide an alternative).**  ***References must be addressed to the work place and not to home addresses of the person concerned.*** | |
| --- | --- |
| **Employer or Tutor [1]** | **Employer or Tutor []** |
| **NAME:SUE GALLAGHER** | **NAME:MRS NTUNGWE CHRISTINE NOELA** |
| **POSITION in Co /MANAGER**  **RELATIONSHIP:** | **POSITION in Co /**  **RELATIONSHIP:MANAGER** |
| **ADDRESS :69-71 WILSON STREET** | **ADDRESS :BUEA/CAMEROON** |
|  |  |
| **Email Address:thevillas.chs.manager@gmail.com** | **Email Address:noelachrist1996@gmail.com** |
| **Tel Number :O1332383187** | **Tel Number :+237674063636** |
| **Who was your Line Manager if not the above person and why are the names different** | **Who was your Line Manager if not the above person and why are the names different** |
|  |  |
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|  |  |
| **Date you Started:24/04/2023** | **Date you Started:25/01/2020** |
| **Date employment Ended:18/06/2024** | **Date employment Ended:15/01/2023** |
| **Your Job Title:CARE ASSISTANT** | **Your Job Title:SUPPORT WORKER** |

**5.0 REFERENCES Continued/.**

| **Personal / Character reference [3]** | **Other relevant information you need to disclose with regards to any of these referees including employer references** |
| --- | --- |
| **NAME:EMME EDWARDS** |  |
| **RELATIONSHIP**  **To the you :FORMER DEPUTY MANAGER** |  |
| **ADDRESS :69 breedon street Long Eaton** |  |
|  |  |
| **Email Address:emmeaaliyah03@hotmail.com** |  |
| **Tel Number :07815552739** |  |
| **How long have they know you and have you worked for them** |  |
| 2years |  |
|  |  |
|  |  |

# **6.0 LAST 10 YEARS - DISCIPLINARY ACTIONS /COMPLAINTS on your employment record**

| **Have you had *ANY* disciplinary actions against you either verbal or written in the last 10 years:** **NONE** (delete one) |
| --- |
| **If YES** **please give**  **details with dates :** |
|  |
|  |
| **6.1 Are there *ANY* complaints or notes on file about your work or how you got on with other team members** N**ONE** |
| **If Yes please**  **give details** |
|  |
| **6.2 Have *ANY***  **Employment Contracts either not been extended or terminated during any probationary periods:**  **NO** |
| **If Yes please**  **give details :** |
|  |

# **7.0 MEDICAL INFORMATION & DISCLOSURE**

| **7.1 Have you had *ANY* back, neck or shoulder pain or injury needing treatment of *ANY* kind :** **NONE** (delete one) |
| --- |
| **If YES** **please give details :** |
|  |
|  |
| **7.2 Have you had any problems with your feet/ankles or knees that needed treatment of *ANY* kind :**  **NONE** |
| **If YES** **please give details :** |
|  |
|  |
| **7.3 Have you brought any personal injury claim against a previous employer or company:** **NONE**  (delete one) |
| **If YES please give details :** |
|  |
|  |
| **7.4 Have you any other medical condition including stress related not previously mentioned :** **NONE**  (delete one) |
| **If YES please give details :** |
|  |
|  |
| **7.5 Have you had *any* episodes of any psychiatric disorder of any kind including depression and anxiety**  **NO** |
| **7.6 Have you ever been under the care of a Psychiatrist of any kind for any reason :**  **NO** |
| **7.7 Have you ever been sectioned under ANY part of Mental Health Act law :**  **NO** |
| **If YES to any of the**  **above please give details :** |
|  |
|  |
| **Having been under the care of a Psychiatrist or having a previous mental / psychiatric illness will not automatically preclude you from being considered for a job with Oaklands -** |
| **7.8 When was the last time you went to your GP : last year** |
| **What was this for; For the compulsory cervical screening test.** **No need to disclose family planning reasons:** |
|  |
|  |
|  |
| **7.9 Do you take *any* regular medication:**  **NONE** (delete one)  (Oral contraception does not need to be disclosed) |
| **If YES please give details :** |
|  |
|  |
| **7.10 How many days off ill (certified or not) have you had off in the last 36 months : NONE** |
| **7.11 What was your last illness that you had time off work for : NONE** |
|  |
| **7.12 Have you had *any* periods off work for stress or stress related conditions**  **NO** **If YES GIVE DETAILS & DATES** |
|  |
| **7.13 What are your views on vaccination against infectious diseases? THE VACCINE IS GOOD IT HELPS PREVENT**  **7.14 Have you had, or would you be willing to receive the vaccination for Covid 19?NOT YET BUT WILLING TO** |

# **8.0 CRIMINAL CONVICTIONS / DISCLOSURE & BARRING SCHEME**

# **This position is subject to a police & Disclosure & Barring Scheme check that will reveal offences that may otherwise be**

# **considered as spent PREVIOUS CONVICTIONS MAY NOT NECESSARILY BAR YOU FROM EMPLOYMENT WITH OAKLANDS**

| **8.1 Have you *ANY* criminal convictions or actions against you. Due to the nature of this employment**  **ANY convictions *may not* be regarded as spent and must be disclosed no matter how old:** **NONE**  (delete one) |
| --- |
| **If YES** **please give details**  **& sentences / fines imposed :** |
|  |
|  |
| **8.2 Are YOU Subject to ANY CAUTIONS / PROCEDINGS that may lead to a possible CONVICTION:** **NONE** (delete one) |
| **If YES please give details :** |
|  |
|  |
| **Disclosure and Barring Scheme information – please complete all sections – it is a criminal offence to withhold or give false or misleading information with regards to DBS applications and information** |
| **8.3 Have you had a DBS (Disclosure & Barring Scheme) check in any previous position / job : YES** (delete one) |
| **8.4 If YES the number and when it was gained :001889187290 / 31-07-2024** |
| **8.5 Is your DBS portable (Is it currently transferrable?) : YES** (delete one) |
| **8.6 Is there any other information you need to tell us in regard to you DBS**  **NO** (delete one) – if YES please detail below |
| **8.7 Other information** |
|  |
|  |

**DECLARATION : I declare that the information given in this application is truthful and factual. I understand that if any information I supplied later turns out to be false or inaccurate or misleading this will lead to either withdrawal of any job offer or my employment being terminated with no notice at any time in the future and may lead to the possibility of prosecution.**

| **Signed :Nana** | | **Print name : CHARLEEN N NANA** |
| --- | --- | --- |
| **Dated :01/01/2025** | **Is there a CV attached or** **additional pages : NO** | |

| **For Office Use** | | | | |
| --- | --- | --- | --- | --- |
| Interviewed By [1]: | Interviewed By [2]: | | Interview letter sent (date):Confirmed by person attending : | |
| Interview Date & Time: |  | |
| Number of pages of interview notes : |  | |
|  | | | | Manager confirming (sign) |
| Reference [1] applied for : | | Date Received back : | Satisfactory: YES / NO / Further Action |  |
| Reference [2] applied for : | | Date Received back : | Satisfactory:YES / NO / Further Action |  |
| Reference [3] applied for : | | Date Received back : | Satisfactory:YES / NO / Further Action |  |
| Other info : | | | | |

# **9.0 OTHER RELEVANT or ADDITIONAL INFORMATION THAT MAY BE USEFUL**

# **Tell us why you think you should be considered for this position and what positive qualities you could bring to Oaklands**

Any information supplied here also falls under the declaration of giving false or misleading information.

| Why I Should Be Considered for This PositionWith two years of hands-on care experience, I have developed the skills and compassion necessary to make a positive impact in the lives of those I support. During my career, I have worked with individuals of varying needs and abilities, ensuring their safety, dignity, and independence are prioritized. This experience has given me a strong understanding of person-centered care, effective communication, and adaptability—essential qualities for a Support Worker role.  Positive Qualities I Bring to Oaklands  Empathy and Compassion: I am genuinely committed to understanding and meeting the emotional and practical needs of those under my care.  Reliability: My dedication ensures that I am a dependable team member, providing consistent and high-quality support.  Adaptability: I thrive in dynamic environments and can adjust my approach to meet diverse needs and challenges.  Teamwork: Collaborating effectively with colleagues and families has been key to achieving the best outcomes for those I support.  Proactive Approach: I take the initiative to identify ways to improve the well-being and independence of individuals, going above and beyond in my role.  I am particularly drawn to Oaklands’ reputation for excellence in providing support and fostering a nurturing environment. I am confident that my skills, passion, and commitment align perfectly with your organization’s values, and I look forward to contributing positively to your team. | | |
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| **Please sign this page below if used** | | |
| **Signed: Nana** | **Print Name:CHARLEEN N NANA** | **Date:01/01/2025** |