APPLICATION FORM CHANGES

Do you have a Mandatory Training Certificate: Yes /No *(If yes, the modules should be displayed for the candidates to select the courses they covered*

No – 'We will help to arrange the training for you and let you know the schedules soon..')

Modules Covered:

Moving and Handling

Safeguarding Adults

Health and Safety

Food and Hygiene

First Aid/ Basic Life Support

COSHH

Fire Safety

Challenging Behavior

Epilepsy

Dementia

Mental Capacity Act

Infection Prevention Control

Learning Disabilities

Care Certificate

Do you have a current DBS certificate and update service – Yes/ No

(If YES Upload option for DBS.

NO- *We can help to apply for the DBS certificate. Please click on below if you would like to receive the DBS form via post*.)

Please set an option for this

PROCESS FLOW CHART

Stage 1	• Job Application • Basic Details
Stage 2	• Application form completed • Documents Uploaded
Stage 3	• Reference Sent • DBS applied
Stage 4	• Training Completed • Reference Received
Stage 5	• DBS received
Stage 6	• Office Induction Completed
Stage 7	• Employment Terms Signed • Final Documents Check
Stage 8	• Shadowing
Stage 9	• Ready to Go
Stage 10	• Availability for work • EE Active

DIFFERENT STATUS TO SORT THE DATA AS DISCUSSED

Application submitted

Documents pending

DSB Posted

Training booked

Training Completed

Reference Requested

Induction completed

Shadowing completed