

logo

NEW HAVEN CARE RECRUITMENT REGISTRATION FORM

(STRICTLY PRIVATE AND CONFIDENTIAL)

PHOTO:



FIRST NAME:

SURNAME

POSITION
APPLIED FOR:

THE FOLLOWING INFORMATION WILL BE KEPT IN STRICT
CONFIDENCE IN ACCORDANCE WITH THE DATA PROTECTION ACT 1998

Registered in England : 10467943

Registered Office : 211 Estuary House, 196 Ballards Road, Dagenham Essex, RM10 9AB

POSITION APPLIED FOR: _____

DATE : _____

PLEASE WRITE IN CAPITALS AND ANSWER ALL QUESTIONS IN FULL

First Name:	Previous:
Surname:	
Male/Female (please circle)	Marital Status:
National Insurance No.	
Address:	
Post Code:	
Home no:	
Mobile no:	
Email:	

Next of kin:	Relationship:
Address:	
Post code:	
Mobile no:	Home no:
Name of bank:	
Address:	
Account No:	Sort code:
Do you hold a vehicle licence:	
Type:	

Please note that your employment history needs to span back to education, starting with the most recent. Also you must account for any significant gaps in your work history.

EMPLOYMENT ONE

Date started	Month/year:	Finished Month/Year:
Employer's name	Position held:	
Full address		
Post code	Tel no:	
Ref. Details		

EMPLOYMENT TWO

Date started	Month/year:	Finished Month/Year:
Employer's name	Position held:	
Full address		
Post code	Tel no:	
Ref. Details		

EMPLOYMENT THREE

Date started	Month/year:	Finished Month/Year:
Employer's name	Position held:	
Full address		
Post code	Tel no:	
Ref. Details		

EMPLOYMENT FOUR

Date started	Month/year:	Finished Month/Year:
Employer's name	Position held:	
Full address		
Post code	Tel no:	
Ref. Details		

SUPPORTING STATEMENT- In support of your application please describe in detail which environments you have worked and in what capacity:

[illegible]

TRAINING QUALIFICATIONS

[illegible]

CRIMINAL CONVICTIONS

[illegible]

CONFIDENTIALITY POLICY:

The following are our procedure for maintaining confidentiality both to our clients Local Authorities, Voluntary/Private Organisations and Care Homes, Service users and to you, our Temporary Workers.

As a temporary Social care worker, you must keep service user's information confidential to that particular team/authority/Private Organisation or Home.

All staff including temporary Social Care Workers is responsible for ensuring the security of all documents containing confidential information about the service users and carers wherever and however this arise.

Emails containing confidential information should not be sent unless you are confident that the relevant person will receive them internally or externally and they should be flagged as Confidential.

Electronically Read Data - No Computer terminal should be left unattended with Service user's details being displayed. Screens must be returned to menu options. Log out during long breaks. Ensure no authorisation use of password.

Do not fax confidential information unless you are sure the receiving fax is secure - either in a locked environment or by telephoning to make sure someone can stand by and collect the fax.

All Letters that identify service users and carers should be headed confidential.

Confidential Waste, confidential information should not be placed in office bins or re-cycled bins, but disposed of securely. If you are not clear, consult your line Manager.

No files should be destroyed without the written consent of the Head of Service.

Paperwork taken out of the office - if your job requires you to take paperwork out of the office, ensure that you abide by the local Authority/Voluntary/Private Organisations home Policy on Security of this information.

Social Discussions - Outside of work staff may be asked about the Health, Wellbeing or for other information by Neighbours, Friends or others in the Community. This may be out of genuine concern - however you should not divulge personal information to anyone.

The above guidelines are not exhaustive but stress that in line of work you have chosen, Confidentiality is of paramount importance.

This is **New Haven Care Recruitment's** policy and any breach of confidentiality, whether through intent or lack of care will be investigated and dealt with under our disciplinary procedures.

I have read and understood this Confidentiality policy and I agree to abide by this.

SIGNED

DATE

APPLICATIONS DECLARATION: - Please give details of any convictions, including the date, offence, place and Sentence imposed. Please give details of any alleged offence that may be outstanding against you. If you have no such convictions or alleged offences, please write **NONE** Below. If your conviction is spent you do not have to declare it unless the job which you are applying for falls into one of the categories as shown in the Rehabilitation of Offenders Act 1974 (a copy is available on request). If you declare a criminal conviction we will not necessarily preclude you from engagement by **NEW HVAEN CARE RECRUITMENT**.

PRINT NAME:

SIGN:

DATE: