



SIMA PERFECT CARE LIMITED

Empathy, Respect & Dignity

Application Form

Position applied for	Healthcare Worker <input type="checkbox"/>
	Support Worker <input type="checkbox"/>
	Please tick one

Personal Details	
Surname	
Middle Name	
First name	
Nationality	
National Insurance Number	
Date of Birth	
Address	
Post Code	
Mobile Phone Number	
Email Address	

Next of Kin details	
Name of your next of kin	
Relationship	
Address and telephone details of next of kin	

Right to Work in the UK	
Are you eligible to work in the UK?	
Work Permit Number (if you have one)	



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Work Permit Expiry Date (if you have one)

Personal Qualities

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Qualifications and Training

Your education and employment history must be from the last 10 years.

Subject	Establishment	Date Obtained



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Previous Employment

(please start with most recent or current employer) do not leave any gaps – all dates must be consecutive. If you have had a break in employment state why eg 'Break for family reasons'. Your education and employment history must be from the last 10 years.

Employer	Start Date	Leave Date	Duties	Reason for Leaving



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References –one of whom MUST be your most recent employer	
Referee 1	Referee 2
Name	Name
Position	Position
Address	Address
Telephone Number	Telephone Number
Email Address	Email Address
May we contact this person prior to the interview?	May we contact this person prior to the interview?

Your referees will be contacted by phone to confirm the reference provided



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7. Rehabilitation of Offenders Act 1974

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal. Any information given will be completely confidential.

I understand that I will be asked to undergo a Criminal Bureau Disclosure in order to check my background and that I will notify Sima Perfect Care of any further convictions after the date of disclosure, this includes any motoring convictions. If my period of employment with Sima Perfect Care is less than 6 months, I realise that Sima Perfect Care will deduct £50 from my final payment to cover the costs of this check.

Having a criminal record does not automatically disqualify you from this role – please refer to the enclosed policy on Recruitment of Ex Offenders.

If you have any criminal convictions to declare please do so on a separate sheet

8. Data Protection Act 1998

All personal information provided will be used only by those who need to use it, will only be disclosed to third parties at your request (by reference), will be securely stored for the length of time necessary to comply with legislation and will be archived securely when the destruction date is reached.

Declaration by Applicant

I confirm that the information contained in this application is correct, and that all the relevant information has been given. I agree that I am of good integrity and character and am physically and mentally fit to perform the work that the agency will provide me. I am fully aware that I will be required to undertake a Criminal Records Bureau Check to assess my suitability for the post. I understand that if any of the information provided on this application is later found to be incorrect, my employment may be terminated.

I have read and understood the above statement and have disclosed any criminal convictions that I have.

Signature of applicant : _____ Date: _____

Please send the completed application form to:

**Sima Perfect Care Limited
Unit 129 Innovation Centre
Green Street, Northampton
NN1 1SY**

Tel 01604 550 140



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For further information about Sima Perfect Care visit our web site at Sima Perfect.com

Sima Perfect Care Limited

Recruitment of Ex-Offenders

Policy Statement

Sima Perfect Care Ltd provides Nurses and Care Workers to deliver care for vulnerable people in the community. Due to the nature of this work, applicants will be subject to an enhanced disclosure. In order to protect Sima Perfect's vulnerable service user group, disclosures that evidence inclusion on the POVA list will be excluded from consideration. Seeking a nursing or care post whilst included on the POVA list is a criminal offence to which SIMA PERFECT CARE will respond appropriately. Other offences will be discussed as described below, depending upon their severity, nature and context may also preclude applicants from being considered for a position with the company.

1. As an organisation using the Criminal Records Bureau (CRB) Disclosure services to assess applicants' suitability for Care and other Management positions which will involve contact with vulnerable adults. SIMA PERFECT CARE complies fully with the CRB Codes of Practice and undertakes to ensure that all applicants for positions are treated fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. Due to the nature of the work undertaken by Sima Perfect Care, no applicant will be accepted if they are included on the current Protection of Vulnerable Adults list held by the Secretary of State. Application by any such person to work in a care setting is a criminal offence and would be dealt with by SIMA PERFECT CARE appropriately.
3. We are committed to the fair treatment of its staff, potential staff or users of its service, regardless of race, gender, religion, sexual orientation, and responsibilities for dependents, age, physical / mental disabilities or offending background with the exception of those who fall into the category mentioned in the preliminary statement above.
4. This policy on the recruitment of ex – offenders is made available to all disclosure applicants at the outset of the recruitment process.
5. As disclosure forms part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal records at an early stage in the application process. We request that this information is sent under separate confidential cover to a designated person (Mrs. S. Matemba) within SIMA PERFECT CARE and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
6. As positions are exempt from the Rehabilitation of Offenders Act 1974, an applicant's entire criminal history will be discussed, including spent convictions.
7. We ensure that all those in Sima Perfect Care Ltd who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of



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offences. We also ensure that they have received appropriate training in the relevant legislation relating to the employment of ex-offenders, eg Rehabilitation of Offenders Act 1974.

8. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
9. We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

Having a criminal record will not necessarily bar anyone from working with SIMA PERFECT CARE Ltd. Any such decision will depend on the nature of the position and the circumstances and background of the offences.