

APPLICATION FOR EMPLOYMENT

FORM B

MORRIS
CARE

*"The best care starts
with the best people"*

Please send your completed form to the address provided.

If you need assistance to complete this form, please call us on 01743 232005 and we shall be pleased to help.

POST DETAILS

Post applied for

Full time

Nights

Relief/bank

Part-time

PERSONAL DETAILS

Forename(s) Surname

Address

Postcode

Tel. home Tel. mob

Tel. work Email

REFERENCES - these will not be taken up without your prior permission

Please provide details of two employment referees who are not your relatives or personal friends. At least one should be from your most recent employer (or, if applicable, educational institute). Any job offer would be subject to receipt of satisfactory references.

Name Relationship to you

Job title Address

Telephone Email

Name Relationship to you

Job title Address

Telephone Email

Please sign to confirm you give consent for Morris Care to obtain references.

Signature Date

How did you learn about this vacancy? If via website, newspaper, friend or agency please state which one:

Have you any friends/relatives working for Morris & Company Ltd. at present? Yes No



**Your Birthday
off - paid**



**Free
Wi-Fi**



**Free
interesting
training**

EMPLOYMENT DETAILS - most recent first, or attach your CV

Please include an explanation for any gaps in employment

Dates From To

Name and address of company

Position held Pay on leaving

Reason for leaving

Dates From To

Name and address of company

Position held Pay on leaving

Reason for leaving

Dates From To

Name and address of company

Position held Pay on leaving

Reason for leaving

Dates From To

Name and address of company

Position held Pay on leaving

Reason for leaving

ELIGIBILITY TO WORK IN THE UK - most recent first

It is necessary for us to verify all applicants' eligibility to work in the UK.

If your nationality is outside of the EU/EEA please give details of **current UK visa/work provisions**.

N/A Type of UK visa currently held: Expiry:

If invited to interview **all** candidates must bring their valid passport and (where applicable) immigration documents.



£250-£500
Staff referral
Bonus



Paid
breaks



Mentored
support

CRIMINAL RECORD CHECK

As a care provider for vulnerable adults we are exempt from the Rehabilitation of Offenders Act (1974). Any individual who wishes to take up employment with Morris Care will be subject to enhanced criminal records check through The Disclosure & Barring Service (DBS).

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? Yes No

If yes, please give details of any convictions including nature of offence, date of conviction and whether **spent** or **unspent** (these details will also show on your DBS check):

We are legally obliged to check whether a recruit for a regulated activity is barred from working with adults.

Applicable only to those applying for a position in caring or nursing: (a "regulated activity"):

Are you on the DBS vulnerable adults barred list? Yes No

REASONABLE ADJUSTMENTS

To ensure we uphold our health and safety responsibilities we ask all candidates the following:

Are there any reasonable adjustments you believe could be considered for the recruitment process in order to assist you in completing your initial application and/or attendance at interview, if invited?

CONFIDENTIALITY ASSURANCE

All information entered onto this form will be treated as strictly confidential and in accordance with The Data Protection Act (1988). The data controller is Morris & Company Limited.

DECLARATION

I declare the information I have given in this application for employment is true and correct and I understand that any misrepresentation or deliberate omissions may invalidate my application or may render me liable for dismissal. I confirm I am prepared to undergo a medical examination should that be necessary.

I consent to the company using and keeping for as long as is deemed necessary the information I (and referees) have provided as part of the recruitment process and the information will be used to make a decision regarding my suitability for employment.

Signed: Date:

Looking forward to hearing from you. Thank you.



**Double pay
on all Bank
Holidays**



**Paid overtime
£2 - £3 extra
per hour**

APPLICANT PRIVACY NOTICE

MORRIS
CARE

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with the best people"*

1. WHAT IS THE PURPOSE OF THIS DOCUMENT?

The purpose of this privacy notice is to inform you about how we use the information you submit to as part of your application.

Please understand that submitting the application will show that you are happy for us to hold your data.

2. WHAT INFORMATION WILL THE COMPANY HOLD ON ME AND FOR HOW LONG?

We need to hold information about you for recruitment purposes. We understand it is a big responsibility to hold your data but please be reassured that your information will be used for necessary reasons only. We will use your personal data to enable us to manage our relationship with you effectively and lawfully. At this stage, we will only hold the data submitted to us with your application form. Please note the below lists are not exhaustive.

DATA HELD	REASON FOR PROCESSING	TIME SCALE OF RETENTION
Personal information <ul style="list-style-type: none">Name, address, DOB, contact information	Legitimate Interest <ul style="list-style-type: none">General operations of the Company	1 year following the application if unsuccessful
CCTV <ul style="list-style-type: none">Reception and any entrances/exits	Legitimate Interest <ul style="list-style-type: none">Litigation purposes of the Company	Maximum 6 months

3. HOW WILL MY INFORMATION BE STORED?

Personal data may be stored in paper form or electronically. Electronic systems will be password protected and have exceptional security. Paper records will be filed in a locked cabinet. Access to this will be strictly monitored.

4. WILL MY INFORMATION BE SHARED?

Throughout application and selection, we will not share your information with any third party outside of the Morris Group unless strictly necessary.

We may have to share your data with external companies, for instance as part of pre-recruitment checks (e.g. Occupational Health), to defend a legal claim, for insurance purposes or to comply with tax and employment law.

5. WHO DO I CONTACT IF I HAVE ANY QUESTIONS?

If you have any questions regarding this document, please call the HR department on 01743 232005.

If you have any concerns as to how your data is being processed by the Company, you can contact the Data Protection Officer at dpo@morrisandco.com, alternatively please write to:
Data Protection Officer, Morris and Company Ltd, Welsh Bridge, Shrewsbury, Shropshire, SY3 8LH

By submitting an application to the Company, you are agreeing to this privacy notice and processing of your information as stated above.

**If, following your application, you do not wish for us to process your data, please submit in writing a request for your information to be removed to the above address.
Please note, under certain circumstances this request may not be granted.**