



**TOP CARERS NURSING AND
DOMICILIARY CARE AGENCY**

A: 415 Whitehorse Road,
Thornton Heath, Surrey
CR7 8SD
T: 020 8683 3500
W: www.topcarers.com
E: info@topcarers.com

HEALTHCARE ASSISTANT APPLICATION FORM

STRICTLY CONFIDENTIAL

Please complete this form on screen or by hand and return it with your CV to info@topcarers.com.

1 PERSONAL DETAILS

First name:		Last Name:	
Address:			
Post Code:	Mobile Number:	Other Number:	
Email Address:			
Next of Kin to be notified in case of an emergency:			
Name:			
Address:			
Post Code:	Phone No.	Relationship to you:	
Where did you hear about us (if referred by somebody please state their name)?			

2 IMMIGRATION DETAILS

Do you need visa sponsorship to work in the UK? ☐ Yes ☐ No	
Do you need a visa to work in the UK? ☐ Yes ☐ No	
If yes, please give your visa details (including eVisa):	
Visa type:	Date issued:
Share code or visa number:	Expiry date:
Any conditions or restrictions (for example, limits on working hours)?	

3 TRAINING AND DEVELOPMENT

School / College / University	Course	From / To	Qualification / Grade



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4 SKILLS AND QUALIFICATIONS

Do you have a Health and Social Care qualification Level 2 or above?	☐ Yes	☐ No
Have you completed the Care Certificate (England only)?	☐ Yes	☐ No
Have you recently completed your Mandatory Training?	☐ Yes	☐ No

If you have answered **Yes** to any of the above, you must provide a certificate or other evidence of completion.

Please tell us about the languages you can speak and/or write:

Language	I can speak	I can write	Basic	Competent
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

5 HOW WE USE AND KEEP YOUR INFORMATION

Top Carers Nursing Agency Ltd (company number 05106466), 415 Whitehorse Road, Thornton Heath, Surrey CR7 8SD, is the data controller for the information you give us on this form. We handle it in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Why we collect it. We use your information to assess your application, to contact you about it, and to carry out pre-employment checks, including references, Disclosure and Barring Service (DBS) checks and right to work checks. We process it because it is necessary to take steps at your request before entering into a contract with you, and to meet our legal obligations, including right to work and safer recruitment checks for regulated care work.

Who sees it. Your form is stored securely and can only be seen by staff involved in recruitment and compliance. We share your details only as needed to complete the checks above, or where the law requires us to. We do not sell your information or share it for marketing.

How long we keep it.

- **If your application is unsuccessful**, or you withdraw it, we will keep this form and any supporting documents for **6 months** from the date we tell you our decision, in case we need to respond to any query or claim. We will then securely destroy it.
- If you tick the box below, we will instead keep your application for **up to 3 years** so that we can contact you about future vacancies. You can withdraw this consent at any time by emailing contact@topcarers.com, and we will then destroy your application.
- **If your application is successful**, this form becomes part of your personnel file. We will keep it for the length of your employment and for **6 years** after your employment ends, and then securely destroy it.
- Copies of identity documents, DBS certificates and right to work documents are kept only for as long as we need them for these checks and to meet our legal obligations.

Your rights. You have the right to ask for a copy of the information we hold about you, to ask us to correct or delete it, and to object to or restrict how we use it. To make a request, email contact@topcarers.com or write to us at the address above. If you are unhappy with how we have handled your information, you can complain to the Information Commissioner's Office at ico.org.uk or on 0303 123 1113.

☐ I agree that Top Carers may keep my application for up to 3 years to contact me about future vacancies. (Optional)



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PERSONAL DECLARATION

6 PERSONAL DECLARATION

Please read the following statements carefully. If there is anything you do not understand, please ask before you sign at the bottom of the page.

I, the job applicant named on the front of this form, confirm that the information I have given in this application is accurate and true to the best of my knowledge. I also understand and agree that:

- The company may make checks to verify the information I have provided;
- Providing misleading or false information in this form or at any other time during the application process may disqualify me from appointment or, if I have already been appointed, may result in my dismissal;
- Exaggerating or misrepresenting clinical skills and/or experience is irresponsible and unsafe and may put service users at risk, and all the information I have provided about my skills and experience is accurate and truthful;
- The personal information I have provided in this form (and any other personal information that I or my referees may provide) is confidential and will be handled in line with the UK General Data Protection Regulation and the Data Protection Act 2018, as described in Section 5;
- The company will use the personal information I have provided to decide if I am suitable for the job I have applied for;
- Until I am employed, the company will use my personal information only for the recruitment purposes described in Section 5, and any statistical analysis will be anonymised;
- If my application is unsuccessful, the company will keep my application for the period set out in Section 5 and then securely destroy it;
- If my application is successful, my personal information will be used for legitimate purposes in relation to my work (my contract of employment, which I will sign before I start work, will include further detail on how my information may be used);
- The company may process my personal information for the purposes described above or as otherwise permitted or required by law in line with its registration with the Information Commissioner;
- Any offer of employment will depend on satisfactory references, a satisfactory Disclosure and Barring Service (DBS) check and right to work checks.

Signature: _____

Date: _____

Print name: _____