



CQC SAFER RECRUITMENT - APPLICATION & COMPLIANCE RECORD

Recruitment Application Form

APPLICANT SECTION

Complete all applicant sections fully. Do not leave unexplained gaps in your history. Fields can be typed into, saved and returned electronically.

Purpose: This form supports a robust recruitment process for regulated adult social care. Completion of this form does not constitute an offer of employment. Any appointment remains subject to satisfactory pre-employment checks appropriate to the role.

A. Position applied for

Role / position applied for

Preferred work location / service (if applicable)

Employment preference

☐ Full-time☐ Part-time☐ Bank / casual☐ Other

B. Personal and contact details

Full legal name

Preferred name (if different)

Name pronunciation (optional)

Current address

Postcode

Telephone / mobile

Email address

Do you require any reasonable adjustment to take part in the recruitment / interview process?

☐ Yes☐ No

If yes, tell us what adjustment would help (do not provide unnecessary medical details)

If driving is an essential requirement of the advertised role:

☐ I hold a valid driving licence appropriate to the role☐ I have access to a suitable vehicle for work (if required)



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Full Employment History - Part 1

APPLICANT SECTION

Start with your current or most recent activity and work backwards. Include employment, agency/bank work, self-employment, education, volunteering, caring responsibilities, unemployment and other periods so that the timeline is complete.

CQC Schedule 3 requires a full employment history and a satisfactory written explanation of every gap. If you need more space, continue on Part 2.

Employment / activity 1

Employer / organisation / activity

Job title / nature of activity

From (MM/YYYY)

To (MM/YYYY)

Reason for leaving / ending

Main duties / responsibilities

Employment / activity 2

Employer / organisation / activity

Job title / nature of activity

From (MM/YYYY)

To (MM/YYYY)

Reason for leaving / ending

Main duties / responsibilities

Employment / activity 3

Employer / organisation / activity

Job title / nature of activity

From (MM/YYYY)

To (MM/YYYY)

Reason for leaving / ending

Main duties / responsibilities

Employment / activity 4

Employer / organisation / activity

Job title / nature of activity

From (MM/YYYY)

To (MM/YYYY)

Reason for leaving / ending

Main duties / responsibilities



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Full Employment History - Part 2

APPLICANT SECTION

Continue your complete history. Include enough entries to account for all time since leaving full-time education. Any period not covered below must be explained on the next page.

Employment / activity 5

Employer / organisation / activity

Job title / nature of activity

From (MM/YYYY)

To (MM/YYYY)

Reason for leaving / ending

Main duties / responsibilities

Employment / activity 6

Employer / organisation / activity

Job title / nature of activity

From (MM/YYYY)

To (MM/YYYY)

Reason for leaving / ending

Main duties / responsibilities

Employment / activity 7

Employer / organisation / activity

Job title / nature of activity

From (MM/YYYY)

To (MM/YYYY)

Reason for leaving / ending

Main duties / responsibilities

Employment / activity 8

Employer / organisation / activity

Job title / nature of activity

From (MM/YYYY)

To (MM/YYYY)

Reason for leaving / ending

Main duties / responsibilities



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Employment Gaps & Relevant Previous Roles

APPLICANT SECTION

Every gap in the chronology must be explained in writing. The employer may verify the reason why previous work involving children or adults at risk ended, so far as reasonably practicable.

A. Written explanations for any gaps

Gap 1: From (MM/YYYY)

To (MM/YYYY)

Full written explanation

Gap 2: From (MM/YYYY)

To (MM/YYYY)

Full written explanation

Gap 3: From (MM/YYYY)

To (MM/YYYY)

Full written explanation

Gap 4: From (MM/YYYY)

To (MM/YYYY)

Full written explanation

B. Previous work with children or adults who may be at risk

Have you previously worked in a role involving children or adults who may be at risk?

☐ Yes

☐ No

If yes, list the employer(s), role(s), dates and reason each role ended. This may be verified with the employer.



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Qualifications, Registration & Training

APPLICANT SECTION

List qualifications and training relevant to the role. The employer will verify documentary evidence where reasonably practicable.

A. Qualifications

Qualification 1	Awarding body / provider	Year
Qualification 2	Awarding body / provider	Year
Qualification 3	Awarding body / provider	Year
Qualification 4	Awarding body / provider	Year

B. Professional registration (if required for the role)

Regulator / professional body	Registration / PIN number	Expiry / renewal date

☐ My registration has conditions / restrictions that may be relevant to this role

C. Relevant training and certificates

Training 1	Provider / date completed / expiry
Training 2	Provider / date completed / expiry
Training 3	Provider / date completed / expiry
Training 4	Provider / date completed / expiry



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APPLICANT SECTION

Experience, Skills & Supporting Statement

Tick areas in which you have relevant experience. Selection will be based on the requirements of the advertised role and evidence provided at annlication and interview.

A. Adult social care experience

- ☐ Personal care and dignity
- ☐ Moving and handling
- ☐ Dementia care
- ☐ Learning disability / autism support
- ☐ Lone working / community care
- ☐ Infection prevention and control
- ☐ Medication support / administration
- ☐ Safeguarding adults
- ☐ Mental health support
- ☐ Positive behaviour support
- ☐ Care planning and record keeping
- ☐ End-of-life / palliative support

B. Supporting statement

Explain why you are suitable for the role, including relevant values, experience and examples of safe, person-centred practice.

C. Availability

- ☐ Days
- ☐ Evenings
- ☐ Waking nights
- ☐ Weekends

Notice period / earliest available start date

Any availability restrictions



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References & Employment Conduct

APPLICANT SECTION

Please provide two referees where possible. One should normally be your current or most recent employer. Where you have worked in health/social care or with children/adults at risk, provide a relevant employer referee so conduct and reason for leaving can be verified.

Referee 1

Referee full name

Job title

Organisation

Work email address

Telephone

Relationship to you

Dates known / employed

☐ This referee can comment on my work in health/social care or with children/adults at risk☐ I authorise Lifepaths Care Ltd to contact this referee for recruitment purposes

Referee 2

Referee full name

Job title

Organisation

Work email address

Telephone

Relationship to you

Dates known / employed

☐ This referee can comment on my work in health/social care or with children/adults at risk☐ I authorise Lifepaths Care Ltd to contact this referee for recruitment purposes

Reference notes

References should normally be from a professional or organisational email address and should not be supplied by relatives or close personal friends unless no suitable alternative exists. Lifepaths Care Ltd may independently verify the referee and organisation.



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Safer Recruitment Declarations

APPLICANT SECTION

Answer truthfully. For criminal record questions, disclose only information that the law permits an employer to ask about for the role. Protected convictions and cautions do not need to be disclosed.

A. Criminal record / DBS declarations

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

☐ Yes ☐ No

For a role eligible for a Standard or Enhanced DBS check: do you have any adult cautions or spent convictions that are not protected by law?

☐ Yes ☐ No

Are you currently barred from undertaking regulated activity with adults, or subject to a legal restriction that would prevent you carrying out this role?

☐ Yes ☐ No

If you answered Yes to a question above, provide relevant details. A disclosure will not automatically prevent employment; a lawful role-specific risk assessment will be completed.

B. Safeguarding, conduct and professional suitability

Have you ever been subject to a substantiated safeguarding, disciplinary or professional conduct finding that may be relevant to working in care or with children/adults?

☐ Yes ☐ No

Are you currently subject to an investigation, suspension, restriction or professional process that may be relevant to the duties of this role?

☐ Yes ☐ No

If yes, provide details (continue separately if necessary).

C. Overseas history

Have you lived or worked outside the UK for a significant period since age 18?

☐ Yes ☐ No

If yes, list country/countries and dates. The employer will decide whether an overseas criminal record or equivalent check is appropriate.



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Applicant Declaration & Data Handling

APPLICANT SECTION

Read the declaration carefully before signing. A typed name may be used as an electronic signature when the form is submitted electronically.

I confirm that the information I have provided in this application is complete and accurate to the best of my knowledge. I understand that deliberately false or materially misleading information may result in withdrawal of an offer or disciplinary action, including dismissal, where lawful.

I understand that Lifepaths Care Ltd will verify information relevant to safer recruitment, which may include identity, right to work, employment history, reasons for leaving relevant roles, references, qualifications, professional registration, DBS/Barred List information where the role is eligible, and other lawful checks appropriate to the post.

I authorise Lifepaths Care Ltd to contact the referees and previous employers I have identified for recruitment verification. I understand that additional verification may be requested where information is incomplete or cannot be independently confirmed.

I understand that recruitment information will be handled in accordance with applicable data protection law and the organisation's privacy information. Criminal record and health information will only be processed where there is a lawful basis and where relevant to recruitment or employment.

☐ I have read and agree to the declaration above

Applicant full name / electronic signature

Date

Submission method

☐ Email

☐ Recruitment portal

☐ In person

☐ Other

IMPORTANT - HEALTH AND DISABILITY QUESTIONS

General health or disability questions should not ordinarily be asked before a job offer. The next page is an employer/post-offer fitness section and should only be completed after a conditional offer, unless a specific lawful exception applies. Applicants may always request reasonable adjustments for the recruitment process.



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Post-Offer Fitness & Reasonable Adjustments

POST-OFFER SECTION

EMPLOYER / SUCCESSFUL APPLICANT ONLY - Complete after a conditional offer, unless a specific lawful exception permits earlier questions. Focus on ability to perform intrinsic duties after reasonable adjustments, not diagnosis labels.

CQC Schedule 3 requires satisfactory information about health conditions relevant to a person's capability, after reasonable adjustments, to properly perform tasks intrinsic to the role. Equality law restricts general pre-offer health questions. Use this section at the correct stage and keep information confidential.

Conditional offer date

Proposed role

Having considered any reasonable adjustments, are you able to perform the intrinsic duties of the role safely and reliably?

☐ Yes☐ No

Do you require any reasonable adjustments, workplace changes or support to carry out the role?

☐ Yes☐ No

If yes, describe the adjustment/support required. Do not include medical details that are not necessary for this purpose.

Is occupational health / medical advice required because there is a role-specific concern that cannot be resolved from the information available?

☐ Yes☐ No

Applicant / employee comments (optional)

Applicant / employee full name

Date

Manager review / reasonable adjustments agreed



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Safer Recruitment Compliance Checklist

EMPLOYER SECTION

EMPLOYER USE ONLY - Complete and evidence each check before the person starts unsupervised regulated activity. Record any risk assessment or rationale where information is incomplete, adverse or requires professional judgement.

- ☐ Application complete; identity/contact details consistent and role requirements reviewed.
- ☐ Full employment/activity history obtained with satisfactory written explanations for all gaps.
- ☐ Proof of identity verified, including a recent photograph.
- ☐ Satisfactory evidence of conduct from relevant previous employment obtained/verified.
- ☐ Reasons relevant previous work with children/adults at risk ended verified so far as reasonably practicable.
- ☐ Relevant qualifications verified so far as reasonably practicable.
- ☐ Professional registration/status verified where required for the role.
- ☐ Right to work check completed using a permitted method before employment starts; evidence retained.
- ☐ DBS eligibility assessed and the correct level of DBS / barred-list check completed where legally eligible/required.
- ☐ Overseas criminal record / equivalent check considered where the applicant has relevant overseas history.
- ☐ Post-offer fitness / intrinsic duties and reasonable-adjustment requirements appropriately assessed.
- ☐ Structured interview / values-based assessment completed and decision recorded.
- ☐ Any disclosures, inconsistencies or outstanding issues risk assessed with written decision rationale.
- ☐ All mandatory pre-employment checks complete before agreed start / unsupervised regulated activity.

Right to work record

Method

- ☐ Manual document check
- ☐ Home Office online check
- ☐ Digital verification service

Date checked

Checked by

Follow-up due (if time-limited)



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Verification Record: Identity, DBS & References

EMPLOYER SECTION

EMPLOYER USE ONLY - This page records verification outcomes. Do not copy or retain more sensitive information than is lawful and necessary.

A. Identity verification

Photo ID document type

Document number / reference

Expiry

☐ Photograph matches applicant☐ Name/details consistent☐ Original / valid digital evidence checked

Verified by

Date

B. DBS / barred-list record (where eligible for the role)

☐ Enhanced DBS☐ Adults' Barred List☐ Children's Barred List (only if role eligible)

Certificate number

Issue date

Date original certificate seen / status checked

☐ Update Service status checked (where used)☐ Disclosure outcome reviewed / risk assessed

DBS decision / risk assessment reference (do not reproduce unnecessary conviction details here)

C. Reference verification

Reference 1: organisation / referee verified by

Date received / verified

☐ Conduct satisfactory☐ Dates / role confirmed☐ Reason for leaving confirmed (if relevant)

Reference 2: organisation / referee verified by

Date received / verified

☐ Conduct satisfactory☐ Dates / role confirmed☐ Reason for leaving confirmed (if relevant)



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Final Recruitment Decision & Authorisation

EMPLOYER SECTION

EMPLOYER USE ONLY - Record the decision, outstanding controls and authorisation. Where a person is appointed despite adverse or incomplete information, document why the person is considered suitable and what controls are in place.

A. Recruitment decision

☐ Appoint / proceed☐ Proceed with conditions / controls☐ Do not appoint

Decision rationale / suitability assessment

B. Outstanding actions / controls before start

C. Authorisation

Recruiting manager

Job title

Manager signature / typed name

Date

Proposed / confirmed start date

Personnel file / recruitment record reference

REGULATORY BASIS

Designed to support evidence under Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, Regulation 19 and Schedule 3, alongside current Home Office right-to-work guidance, DBS eligibility/filtering guidance and Equality Act recruitment rules. Compliance depends on the role, lawful use of checks, verification quality and the provider's wider recruitment procedures.