

All Care (GB) Ltd.

Regus Office 129, Centaur House, Ancells Business Park, Ancells Road, Fleet GU51 2UJ
01252 975 030 | recruitment@all-care.co.uk

Date

Dear

Congratulations on your conditional job offer of work at All Care (GB) Ltd.

We are seeking to offer you a job and take your application to the final stage. As discussed, the offer of work is conditional. If accepted, this offer will be formalised in a contract of employment, the terms of which will prevail if they conflict with the details given below.

Terms of Offer:

- Your Start date is to be confirmed.
- Your Job Title will be Care Worker.
- A basic hourly Rate of £10.50 per hour Mon-Sun and £15.75 on bank holidays is payable on the 30th of every month.
- Holiday is paid when days off are taken, this is paid on a 52 week average. You will have your annual entitlement pro rota by number of days worked. The holiday year runs from January to December.
- An allowance for mileage will be paid at 30p per mile.
- Your role is predominantly field/community based however you are required to attend the office for training and carrying out any reasonable administrative tasks requested of you. For such purposes your normal place of work is Regus Office 129, Centaur House, Ancells Business Park, Ancells Road, Fleet GU51 2UJ or such other location as may from time to time be reasonably required and which may be varied upon the provision of one weeks' notice.

Conditions of Offer:

This offer is conditional upon and subject to all the documentation required below being satisfactory, in the opinion of the Company and satisfactory completion of our training or Induction courses.

- You having provided two satisfactory references within a reasonable time-frame and a full employment history.
- You completing a satisfactory disclosure and barring service check.
- Before your engagement commences, you have provided evidence of your entitlement to undertake work in the United Kingdom, as already requested for interview.
- You confirm that, by accepting this offer and commencing work on the date proposed, neither you nor the Company will be in breach of any obligations you owe to any third party (in which regard you should seek independent legal advice as soon as possible if you are in any doubt whether or not this is the case);
- If applicable, you need to provide your certificates or other documentary evidence to satisfy the Company that you have the qualifications claimed in your CV.

On day 1 of your employment, you will be issued with your contract, whether this be a zero hours, salary or guaranteed hours contract. If you have been offered a salary or Guaranteed hours contract you may be issued with a zero hours contract on day one, this will then change to a guaranteed hours/salaried contract after completion of training.

I accept the conditional offer of work as set out above:

Signature	
Signed with full name	
Date	

If you have any queries regarding this information, please contact us.

Once you have signed the above, accepting the conditional offer of work, please can you provide us with the following information to assist us with our compliance processes.

References

Please provide us with 2 professional references, one being your most recent employer. If you have not had 2 employers, please provide 1 professional and 1 character references (We preferably accept a character reference from a professional such as your doctor, a lawyer, a teacher/lecturer, a former colleague/client, etc., but not from a friend).

Any fields you don't complete below, please enter N/A

Professional Reference (1)	
Name	
Job title	
Relationship to you	
Company	
Address	
Postcode	
Telephone No	
E-mail	
Dates worked	



All Care (GB) Limited

Company Registered in England & Wales under number 05100341.

REGISTERED OFFICE

West Wing, 17th Floor, Chiswick Tower,
389 Chiswick High Road,
London W4 4AL

01489 795355

info@all-care.co.uk

www.all-care.co.uk

Professional Reference (2)	
Name	
Job title	
Relationship to you	
Company	
Address	
Postcode	
Telephone No	
E-mail	
Dates worked	

The following fields are only to be completed if you only provide 1 professional reference, otherwise please enter N/A.

Character Reference (1)	
Name	
Relationship to you	
Address	
Postcode	
Telephone No	
E-mail	

<p>Your offer is conditional upon receipt of satisfactory references. Please therefore confirm whether you agree for us to contact your referees for a reference.</p> <p>Failure to obtain satisfactory references will result in the withdrawal of the offer, as stated in the conditions above.</p>	<input type="checkbox"/> I agree
	<input type="checkbox"/> I do not agree



All Care (GB) Limited

Company Registered in England
& Wales under number 05100341.

REGISTERED OFFICE

West Wing, 17th Floor, Chiswick Tower,
389 Chiswick High Road,
London W4 4AL

01489 795355

info@all-care.co.uk

www.all-care.co.uk

Declaration

I hereby declare that the information I have provided in this form is true and accurate and that a failure to disclose any matter, including but not limited to updates to my information should circumstances change, may call into question my honesty and integrity.

I understand that to knowingly make a false or misleading statement may lead to the rejection of this application, the withdrawal of any offer or the termination of my employment if the false or misleading statement becomes apparent after I have been hired.

I declare

Data Protection Notice:

By submitting your personal data and application, you declare that you have read, understood and accepted the statements set out in
(1) our Privacy Notice for Staff & Job Applicants.

You may view this policy on our website at:
<https://www.all-care.co.uk/privacy-policy/>

I declare



All Care (GB) Limited

Company Registered in England
& Wales under number 05100341.

REGISTERED OFFICE

West Wing, 17th Floor, Chiswick Tower,
389 Chiswick High Road,
London W4 4AL

01489 795355
info@all-care.co.uk
www.all-care.co.uk

Please read each agreement carefully and sign it in the appropriate place below. If these agreements are not completed and signed, we may not be able to consider your application.

DBS Disclosure Agreement

I hereby authorise All Care (GB) Ltd. to apply for an enhanced DBS check at a cost of £63.00

I understand that in the event that I withdraw my application or my employment terminates during the first year of employment, All Care (GB) Ltd. will deduct the cost of the DBS check from any wages or salary due to me.

I consent to such a deduction being made.

Signature	
Signed with full name	
Date	

Appointment & Training Agreement

I understand that All Care (GB) Ltd. will incur costs in respect of my appointment and training, namely:

Uniform:	£16.50	each additional or unreturned uniform.
ID Card:	£10	failure to return or £5 for a replacement ID card.
Staff Handbook:	£20	if not returned.
Training Costs:	£200	if you leave within the first year of your appointment.
Company Mobile:	£150	if not returned.

I agree that should my employment with All Care (GB) Ltd. terminate, All Care (GB) Ltd. will be entitled to deduct costs listed above from my final salary and I consent to such deductions being made.

Signature	
Signed with full name	
Date	



All Care (GB) Limited

Company Registered in England
& Wales under number 05100341.

REGISTERED OFFICE

West Wing, 17th Floor, Chiswick Tower,
389 Chiswick High Road,
London W4 4AL

01489 795355
info@all-care.co.uk
www.all-care.co.uk