



PURE HEARTS

SUPPORT SERVICES LTD | CARER RECRUITMENT



CARER STARTER FORM

CUSTOMER-FACING ROLES • CARERS • SUPPORT WORKERS

Please complete clearly in **BLOCK CAPITALS**. You can fill this form in on a computer or phone: click a box to tick it and click a line to type. Or print it and fill it in by hand.

Compassionate care. Dignity. Independence.

1. PERSONAL DETAILS

Title: ☐ Miss ☐ Mrs ☐ Ms ☐ Mr ☐ Other	First name(s)
Middle name(s)	Surname
Date of birth	Contact number
Email address	National Insurance number
Year of marriage (if applicable)	Previous names (including maiden name)
Dates previous names were used	Evidence of name change supplied: ☐ Yes ☐ N/A

Please provide evidence of name changes where required, such as a marriage certificate, deed poll or divorce documentation.

2. CURRENT ADDRESS AND FIVE-YEAR ADDRESS HISTORY

Current address line 1	Current address line 2	
Town/city	County	
Postcode	Date moved in	
Full previous address and postcode	From (month/year)	To (month/year)



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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Provide the complete address history for the last five years with no gaps. Attach an extra sheet if needed.

3. RIGHT TO WORK IN THE UK

- ☐ I have the legal right to work in the UK.
☐ I require a visa or immigration permission to work in the UK.

Right-to-work share code (if applicable) _____	Expiry date of permission, if applicable _____
Right-to-work evidence provided _____	Check completed by / date _____

Generate a share code at <https://www.gov.uk/prove-right-to-work>. Pure Hearts Support Services Ltd will complete the required checks before employment begins. Alternative prescribed evidence may be used where permitted.

4. ROLE, EXPERIENCE AND AVAILABILITY

- ☐ Previously worked in health and social care: ☐ Yes ☐ No
☐ Previous domiciliary care experience: ☐ Yes ☐ No
☐ Preferred role: ☐ Care Worker ☐ Support Worker ☐ Live-in Carer ☐ Respite Carer ☐ Other
☐ Preferred arrangement: ☐ Full-time ☐ Part-time ☐ Bank ☐ Flexible hours ☐ Live-in ☐ Respite

Earliest available start date _____	Preferred working hours / availability _____
Full valid driving licence: ☐ Yes ☐ No _____	Access to suitable vehicle: ☐ Yes ☐ No ☐ N/A _____
Able to travel between clients: ☐ Yes ☐ No ☐ Discuss _____	

Driving and vehicle requirements will be discussed in relation to the duties of the role.

5. NEXT OF KIN / EMERGENCY CONTACTS

CONTACT 1

Full name _____	Relationship to you _____
Contact number _____	Alternative number _____



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CONTACT 2

Full name	Relationship to you
Contact number	Alternative number

Please ensure your nominated contacts know they have been listed and that their details may be used in an emergency.

6. BANK DETAILS FOR PAYROLL

Account holder's name	Bank / building society
Account number	Sort code

Bank details will be used for payroll purposes and handled securely. Please use the approved secure method if requested.

7. TAX AND STUDENT LOAN DECLARATIONS

Please complete the current HMRC starter checklist supplied by Pure Hearts Support Services Ltd. This helps payroll apply the correct tax code.

☐ Statement A – This is my first job since 6 April this tax year, and I have not received taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit or a State/occupational pension.

☐ Statement B – Since 6 April this tax year I have had another job, but this is now my only job. I have not received a State/occupational pension.

☐ Statement C – I have another job or receive a State/occupational pension.

☐ I have a student loan or postgraduate loan that may require payroll deductions: ☐ Yes ☐ No ☐ Unsure

☐ Plan, if known: ☐ Plan 1 ☐ Plan 2 ☐ Plan 4 ☐ Plan 5 ☐ Postgraduate Loan ☐ Unsure

If none of the tax statements applies, contact the payroll administrator for guidance. Follow the current HMRC checklist for definitions and student loan requirements.

8. FULL EMPLOYMENT HISTORY

Please provide your complete employment history, including care and non-care roles, agency work, self-employment and periods not employed. Attach your CV if available; it supports but does not replace the full history.

MOST RECENT EMPLOYMENT

Employer name	Employer address
Job title	Start date
End date	Reason for leaving
Manager's name	Manager's work email



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Manager's contact number	Health/social care role: ☐ Yes ☐ No

PREVIOUS EMPLOYMENT

Employer name	Employer address
Job title	Start date
End date	Reason for leaving
Manager's name	Manager's work email
Manager's contact number	Health/social care role: ☐ Yes ☐ No

ADDITIONAL EMPLOYMENT (IF REQUIRED)

Employer name	Employer address
Job title	Start date
End date	Reason for leaving
Manager's name	Manager's work email
Manager's contact number	Health/social care role: ☐ Yes ☐ No

PREVIOUS EMPLOYMENT 4

Employer name	Employer address
Job title	Start date
End date	Reason for leaving



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Manager's name _____	Manager's work email _____
Manager's contact number _____	Health/social care role: ☐ Yes ☐ No _____

PREVIOUS EMPLOYMENT 5

Employer name _____	Employer address _____
Job title _____	Start date _____
End date _____	Reason for leaving _____
Manager's name _____	Manager's work email _____
Manager's contact number _____	Health/social care role: ☐ Yes ☐ No _____

PREVIOUS EMPLOYMENT 6

Employer name _____		Employer address _____
Job title _____		Start date _____
End date _____		Reason for leaving _____
Manager's name _____		Manager's work email _____
Manager's contact number _____		Health/social care role: ☐ Yes ☐ No _____
Gap from (month/year) _____	Gap to (month/year) _____	Explanation for gap _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Explain all gaps in employment, for example education, caring responsibilities, unemployment, travel or other personal circumstances.



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9. REFERENCES

Please provide references appropriate to your employment history. If you have previously worked in health or social care, Pure Hearts requires at least one reference from a health or social care employer/setting, normally the most recent care employer where possible. References must be checked and any concerns followed up before a recruitment decision is made. Employment references should normally be requested from an official business email address. Under Pure Hearts' recruitment policy, a character referee must have known you for at least 3 years, must not be a family member, partner or relative, and should be able to comment on your honesty, reliability, conduct and suitability for a caring role. This three-year period is a Pure Hearts policy requirement, not a specific CQC rule.

IMPORTANT – CQC SAFER RECRUITMENT: We will verify the applicant's full employment history, explore gaps and reasons for leaving, obtain and check appropriate references, verify identity and right to work, confirm relevant qualifications and assess suitability and competence for the role. Checks and the reasons for any recruitment decision will be recorded.

IMPORTANT: If you have worked in care, please provide at least one reference from a health and social care setting. Character references must be from a non-family member who has known you for at least 3 years.

- ☐ Option A – Never worked before.
- ☐ Option B – Previously employed but never worked in health or social care.
- ☐ Option C – Most recent employer was in health or social care.
- ☐ Option D – Previous care experience, but most recent employer was not a care provider.
- ☐ Option E – Care experience was not with either of my two most recent employers.

Reference type	Referee name	Email address	Contact number	Relationship

- ☐ I consent to Pure Hearts Support Services Ltd contacting the referees listed for recruitment and employment verification.

10. DBS AND SAFER RECRUITMENT

- ☐ I currently hold a DBS certificate: ☐ Yes ☐ No

DBS certificate type (if applicable) 	Date of issue (if applicable)
Update Service registered: ☐ Yes ☐ No ☐ N/A 	Willing to complete the appropriate DBS check: ☐ Yes ☐ No

Pure Hearts Support Services Ltd will determine the appropriate level of DBS check based on the role and legal eligibility. A previous certificate may not replace checks required for this employment.

DBS applicant privacy information: <https://www.gov.uk/government/publications/dbs-privacy-policies>

- ☐ I have read, or have been directed to, the applicable DBS privacy information and understand how my data will be processed.

Applicant full name 	Applicant signature
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Date 	

11. TRAINING AND QUALIFICATIONS

Qualification / training	Awarding body / provider	Date completed	Expiry / renewal date
Care Certificate			
Level 2/3 Health & Social Care			
Level 5 Leadership & Management			
Moving & Handling			
Safeguarding Adults			
Medication Administration			
First Aid			
Dementia Awareness			
Other			

☐ I am willing to complete mandatory training required for my role: ☐ Yes ☐ No

Please attach copies of relevant certificates where available.

12. DECLARATION OF ACCURACY

I confirm that the information provided in this form is, to the best of my knowledge, complete and accurate. I understand that Pure Hearts Support Services Ltd may verify the information provided, contact previous employers and referees, and complete appropriate recruitment, identity, right-to-work and DBS checks. Any offer of employment may be subject to satisfactory checks, references, qualifications and training requirements relevant to the role. I agree to notify Pure Hearts Support Services Ltd if any material information changes.

Candidate's full name 	Candidate's signature
Date 	

CQC SAFER RECRUITMENT CHECKS - RECRUITMENT TEAM USE ONLY

Complete and retain the evidence below in the staff recruitment file. Relevant checks should be completed and verified before the person starts regulated work, unless a lawful, documented arrangement applies.

Identity checked and evidence recorded	☐ Complete ☐ Pending Date:
Right to work checked and evidence/share-code result retained	☐ Complete ☐ Pending Date:
Full employment history obtained and checked	☐ Complete ☐ Pending
Employment gaps explored and explanations recorded	☐ Complete ☐ Pending



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Reasons for leaving previous roles verified where appropriate	☐ Complete ☐ Pending
References received, authenticated and checked	☐ Complete ☐ Pending
Care-sector reference obtained where applicant has care experience	☐ Complete ☐ N/A ☐ Pending
DBS level/eligibility assessed; appropriate check completed	☐ Complete ☐ Pending
Relevant qualifications and training verified	☐ Complete ☐ N/A ☐ Pending
Interview/suitability assessment recorded	☐ Complete ☐ Pending
Competence and induction plan documented; supervision arranged until competent	☐ Complete ☐ Pending
Any concerns, discrepancies and decisions with rationale recorded	☐ Complete ☐ N/A ☐ Pending
Recruitment approval and authorised decision recorded	☐ Approved ☐ Pending ☐ Not approved

Recruitment checks completed by: _____ Signature: _____ Date: _____

Outstanding actions / reasons for any decision to proceed despite a discrepancy (attach supporting records):

13. DOCUMENT CHECKLIST

IDENTITY AND RIGHT TO WORK

- ☐ Primary identity document
- ☐ Secondary identity document, where required
- ☐ Right-to-work evidence or share code, where applicable
- ☐ Proof of current address
- ☐ Evidence of name change, where applicable

EMPLOYMENT AND QUALIFICATIONS

- ☐ CV, if available
- ☐ Complete employment history
- ☐ Explanation of employment gaps
- ☐ Qualification certificates
- ☐ Training certificates
- ☐ DBS information, where applicable

PAYROLL AND REFERENCES

- ☐ Bank details provided securely
- ☐ HMRC starter checklist completed
- ☐ Student loan information, where applicable
- ☐ Reference details completed

RECRUITMENT TEAM USE ONLY

Candidate's name	Role applied for
_____	_____



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Documents checked by _____	Date checks completed _____
Right-to-work check: ☐ Complete ☐ Pending _____	Identity check: ☐ Complete ☐ Pending _____
References: ☐ Verified ☐ Pending _____	DBS action: ☐ Complete ☐ Pending _____
Qualifications: ☐ Verified ☐ Pending _____	Recruitment decision: ☐ Approved ☐ Pending ☐ Not approved _____
Authorised by _____	Signature / date _____