

STRICTLY CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

WORK LOCATION:

POST APPLIED FOR: DATE:

**THE INFORMATION REQUESTED WILL BE TREATED AS CONFIDENTIAL AND IS
REQUIRED TO ENSURE THE WELLBEING OF RESIDENTS AND STAFF IN THE HOME**

PART 1 Surname: Date of Birth/...../19.....

First Names: Title: *(Mr/Mrs/Miss/Ms)*

Previous Name *(if applicable)*:

Full Address:

Tel.No: Nat.Ins.No:

PART 2 We are an Equal Opportunity Employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, creed, nationality, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equal opportunity and are encouraged to progress within the organisation.

We are committed to an ongoing programme of action to make this policy fully effective.

PART 3 QUALIFICATIONS

<u>Qualification</u>	<u>Institution</u>	<u>From</u>	<u>To</u>
.....
.....
.....

NMC PIN No: Expiry Date:
(Qualified Nurses only)

TRAINING AND COURSES

Provide details of any courses and further training you have undertaken:

.....
.....
.....

.....

PART 4 (A) Have you been convicted of a criminal offence, or currently undergoing a criminal investigation Yes No

(Because of the nature of the work for which you are applying, this application is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act). All information will be treated in strictest confidence

(B) If you are successful at interview we will require a Criminal Records Bureau check to be completed which will show any cautions or convictions. Your employment will be conditional on the satisfactory outcome of this check which we are required by law to carry out.

(C) Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

PART 5 JOB HISTORY:

Title of present or most recent position:

Name, address and telephone number of present employer:

..... Tel. No:

Date of starting in present or most recent position:/...../.....

Salary/Wage: £ Pay Scale (if any):

Reason for Leaving:

Brief description of main duties and responsibilities:

.....

Hours of availability:

FULL HISTORY OF PREVIOUS POSITIONS (most recent first – please give explanations for any gaps)

POSITION AND EMPLOYER	MAIN DUTIES	FROM	TO	REASON FOR LEAVING

(Continue on a separate sheet if necessary)

PART 6 Please give below names and addresses and telephone numbers of two referees, one being your present or most recent employer (Line Manager). Relatives are not allowed. *(Referees are not usually contacted unless you are shortlisted for an interview)*

Name of first referee:

Address:

..... Tel. No:

Name of second referee:

Address:

..... Tel. No:

PART 7 Further information in support of this application: *(Please use additional sheet or enclose your CV)*

DECLARATION: *I declare that the information contained in this application is to the best of my knowledge true and complete. I understand that if I have given untrue or misleading information this may result in disciplinary action and/or dismissal. I confirm that I have read Appendix A: "EC-MPR-15 Procedure for the Recruitment of Ex-Offenders".*

Signed:

Date:

RECEIPT OF THIS FORM WILL NOT BE ACKNOWLEDGED.

Please assume you have been unsuccessful if you have not heard within 4 weeks. Thank you for your interest in *Esteem Care*

Appendix A:

Esteem Care

EC-MPR-15

Procedure on the Recruitment of Ex-Offenders

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicant's suitability for positions of trust, Esteem Care Ltd complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Esteem Care Ltd is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

The company have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

All application forms will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Esteem Care Ltd to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Esteem Care Ltd who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar the applicant from working with us. This will depend on the nature of the position and the circumstances and background of their offences.

Appendix B:

Personal Information and Equal Opportunities Monitoring

This section will be detached from your application form and equal opportunity details will only be used for monitoring purposes

Surname:		Forename(s):		Title:(<i>Mr/Mrs/Miss/Ms</i>)	
Home Address:					
Correspondence Address (if different):					
Home Tel:		Work Tel:		May we contact you at work? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Fax Number:		Email:		May we contact you by email? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Date of Birth:		Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>			
Disability - The Disability Discrimination Act defines a disability as a “physical or mental impairment which has a substantial and long-term adverse effect on someone’s ability to carry out normal day to day activities”					
a) Do you consider yourself to have a disability that you wish to declare? (please tick)				Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
b) If so, would you need any particular arrangements at interview?				Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
c) If the answer is Yes, please provide further details on the reverse of this form (if selected for test and/or interview, we will contact you to discuss and confirm the arrangements)					
How did you become aware of this vacancy?					
Media:		Date:		Reference:	
Ethnicity - We recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community. Please show which group best describes your ethnic origin or descent by ticking ONE of the boxes below:					
White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background		Mixed <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> Any other mixed background		Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background	
		Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other black background		Chinese or Other Ethnic Group <input type="checkbox"/> Chinese <input type="checkbox"/> Other Ethnic Group Please specify:	

Data Protection Statement - *The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment processes. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment both internally and via external agencies, for example agencies handling pensions and payroll. We may also use the information if there is complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form we will be assuming that you agree to the processing of sensitive personal data (as described above) in accordance with our registration with the Information Commissioner.*

For Office Use:

Name of Home:	Job Title:	Job Offered: Yes / No
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Please return completed form for successful and unsuccessful candidates to Himat at Head Office