

PLEASE RETURN TO:-

Personnel Department
Middleton Hall Retirement Village
Middleton St George
Darlington
Co Durham
DL2 1HA



Tel: 01325 332207

Fax: 01325 332522

www.middletonretirementvillage.co.uk

APPLICATION FOR EMPLOYMENT (Please complete all sections)

POSITION APPLIED FOR: _____
(The contents of this form will be treated as confidential)

Would you like to work: Full-time (30hrs +) Part-time (30 hrs -) Nights Bank
(Sometimes you may be required to work different shifts to cover for sickness/holidays or staff shortages)

Personal information

Mr/Mrs/Ms/Miss (delete as appropriate)	Address:
Name:	
National Insurance Number:	
Pin No: (Qualified Nurse)	Post Code:
Telephone number: Home:	Mobile:
Do you have a current driving licence? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If there are any endorsements on your driving licence, please give details below:	

Education History – Please provide details of all education from secondary school onwards and any **NVQ's or other qualifications relevant to position**

School / College / University attended	Dates of attendance	Qualifications Gained

Employment History – (Beginning with your most recent employer) Please list all your employment history and explain any breaks in employment (Continue on a separate page if necessary)

Name and address of Employer	From	To	Job Title and Duties	Rate of Pay	Reason for Leaving
Notice period required with current employer:					

GENERAL COMMENTS

Please detail here your reasons for applying for this position, your main achievements to date and the strengths you would bring to this post. This is your opportunity to bring to our attention any qualities you believe we should be aware of. Do not feel under any obligation to complete this section if you believe the rest of this form has brought out these qualities in sufficient detail. Please continue on a separate sheet if necessary.

LEISURE

Please give details of your leisure interests, sports and hobbies and other pastimes.

References – TWO REFERENCES MUST BE SUPPLIED

One of your referees must be a senior member from your current or last employment. Other references should include any previous employer, an educational representative, or any other professional person. No two references should be from the same place.

Name:	Name:
Address:	Address:
Position held:	Position held:
Tel No:	Tel No:
Fax No:	Fax No:
Email address:	Email address:

CRIMINAL RECORD

Do you have a criminal record?	YES	NO
If yes, please give details. You <u>must</u> include all police records of convictions, cautions, reprimands and warnings either spent or unspent under the Rehabilitation of Offenders Act 1974. (This information is treated in the strictest confidence).		

Any position which requires, as part of normal duties, caring for, supervising or being in sole charge of vulnerable adults will require a Criminal Records Bureau (CRB) check to be undertaken and provision of a suitable disclosure document. The Protection of Vulnerable Adults Act will apply in this case. Please confirm your acceptance of this check by signing below.

For the purpose of this post you are required to undertake a CRB check. Therefore you must sign below.

Signed:..... Date:.....

Next of Kin

Please give details below of the person we can contact in the event of an emergency:

Name and Address:	Relationship:
	Telephone number: (Daytime) (Evening)

HEALTH DETAILS

Doctor's Name and Address	
Please list any diseases, disorders or allergies from which you have suffered or do suffer	
Are you afraid of heights or confined spaces? If so please give details	
Please give details of any medication you are currently and/or regularly receiving	
Please list all absences from work in the past 12 months and the reason for such absences	
Have you ever suffered from back/neck pain or injury? Please give details	
Please give date of your last tetanus injection?	
Please give date of last Hep B injection	

Do you have any disabilities, or any other difficulty, (e.g. dyslexia/reading/writing), that might affect your application?	YES / NO
If yes, please give details, including registered disabled number:	
If you have a disability, please tell us if:	
A. there are any reasonable adjustments we can make to assist you in your application	
B. there are any reasonable adjustments we can make to the job itself to help you carry it out	

PROOF OF ELIGIBILITY

Under Section 8 of the Immigration Act we are required to check that all employees are eligible to work within the UK. Please confirm that, if you are offered a position within our organisation, which of the document(s) you would be prepared to supply to us and allow us to check and make a copy.

You MUST include either: One document from List One OR
Two documents from One of the Combinations in List Two

LIST 1 – ONE DOCUMENT ONLY	<i>Please Tick</i>
• A British Citizen passport.	
• A passport or national identity card issued by a State which is a party to the EEAA (European Economic Area Agreement) or Switzerland, describing the holder as a national of that State.	
• A Home Office issued residence permit to a national from a State which is a party to the EEAA or Switzerland.	
• A passport or other document endorsed and issued by the Home Office stating that the holder has a current right of residence in the United Kingdom as the family member of a named national of a State party to the EEAA or Switzerland who is resident in the United Kingdom.	
• A passport or other travel document endorsed showing the holders entitlement to indefinite stay in the United Kingdom, or no restrictions on the length of stay.	
• A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do type of work you are offering if they do not have a work permit.	
• A Home Office issued Application Registration Card for the asylum seeker stating that the holder is permitted to take employment.	

OR ALTERNATIVELY

LIST 2 – COMBINATION A. DOCUMENT 1, PLUS ONE FROM THE OTHER SEVEN:	<i>Please Tick</i>
1. A document giving the person's permanent National Insurance Number and name. This could be: P45, P60, National Insurance Card, or a letter from a Government Agency.	
2. A full Birth Certificate issued in the United Kingdom, which must include the names of the holder's parents.	
3. A Channel Islands, Isle of Man or Ireland issued Birth Certificate.	
4. A Registration or Naturalisation Certificate confirming the holder is a British Citizen.	

5. A Home Office issued letter to the holder confirming that the named person is entitled to indefinite stay in the United Kingdom, or has no time restriction on their stay.	
6. A Home Office issued Immigration Status Document to the holder, which is endorsed confirming the named person is entitled to indefinite stay in the United Kingdom, or has no time restriction on their stay.	
7. A Home Office issued letter to the holder confirming that the named person is entitled to stay in the United Kingdom, and this allows them to undertake the type of work you are offering.	
8. A Home Office issued Immigration Status Document to the holder, which is endorsed confirming the named person is entitled to stay in the United Kingdom, and this allows them to undertake the type of work you are offering.	

OR ALTERNATIVELY

LIST 2 – COMBINATION B. DOCUMENT 1, PLUS ONE FROM THE OTHER TWO	Please Tick
1. Work Permit or other approval to take employment issued by Work Permits UK	
2. Passport or other travel document endorsed, showing the holders entitlement to stay in the United Kingdom and can take the work permit employment in question.	
3. A Home Office issued letter to the holder confirming that the named person is entitled to stay in the United Kingdom, and can take the work permit employment in question.	

General

Please tell us how you found out about this vacancy?
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Data Protection

To comply with the Data Protection Act 1998, we can confirm that the information provided in this application will only be used to assist us with your application. If your application is unsuccessful, the information will not be kept for longer than necessary, after which time it will be destroyed. If your application is successful, the information will form part of your personnel file and we will be entitled to use it for all purposes in connection with your employment. We are required under the Act to obtain your consent to use the information for the above purposes and on the above terms.

DECLARATION (please read this carefully before signing the application)	
I confirm the above information is complete and correct and any untrue or misleading information will give my employer the right to terminate any employment contract offered.	
I authorise you to contact my doctor for further details and confirmation of my state of health.	
I agree to undergo a medical examination if this is required to ensure my suitability to carry out my duties. I have given my explicit consent freely.	
I authorise you to contact the above two stated referees.	
I consent to the use of my personal information for the purposes and terms set out above	
Signed :	Dated :

Middleton Hall Equal Opportunity Form

We are an equal opportunities employer. We have a policy to ensure no job applicant or employee receives less favourable treatment on the grounds of sex, disability, marital status, civil partnership, colour, race, or ethnic origin, age, nationality, religion, religious belief, sexual orientation, gender re-assignment or is disadvantaged by conditions or requirements that cannot be shown by us to be justifiable.

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

All our employees are given equality of opportunity and are encouraged to progress within the organisation.

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

To ensure this policy is fully and fairly implemented and monitored and for no other reason, would you please complete the table below. (Please note this is not compulsory.)

(Please tick the box / enter the information to the right of your selection)

I would describe my sex and ethnic origin as:

Male				Female			
A. WHITE							
British		Irish		Any other White background (Please specify)			
B. MIXED							
White and Black Caribbean		White and Black African		White and Asian		Any other Mixed background (Please specify)	
C. ASIAN OR ASIAN BRITISH							
Indian		Pakistani		Bangladeshi		Any other Asian background (Please specify)	
D. BLACK OR BLACK BRITISH							
Caribbean		African		Any other Black background (Please specify)			
E. CHINESE OR OTHER ETHNIC GROUP							
Chinese		Any other (Please specify)					
F. ARAB OR MIDDLE EASTERN DESCENT							
Arab		North African		Iraqi		Kurdish	
Any other Middle Eastern background (Please specify)							

Date of Birth

Signed

Print name

Job Applied For

Date

When completed, please return this form to us, together with your Application Form