

Tel: 01325 332207
Fax: 01325 332522
Email: recruitment@middleton-hall.com
www.middletonhallretirementvillage.co.uk



Thank you for the interest you have shown in working for Middleton Hall Retirement Village. If successful, you will be joining a dynamic business that aims to be recognised as the best Retirement Village in the UK.

Middleton Hall seeks to ensure that we appoint the right candidate to each job and that applications are treated in a fair and consistent manner. Therefore it is necessary that you complete fully all sections of the application form in sufficient detail to ensure that the form can be properly assessed. If little or no information is provided on the application form, it will be difficult to assess your suitability and therefore progression to the shortlist for interview will be unlikely. Only applications submitted on Middleton Hall's application form will be considered. If you are applying for more than one post, a separate application form will need to be completed for each post for which you are applying. If you do not have enough space on the form at any point, use the blank sheet at the end of the application form. Please remember to write your name and the title of the post for which you are applying on any additional sheets.

Once completed please return, first saving the form onto your computer then attach to an email and send to recruitment@middleton-hall.com. Alternatively it can be posted to:-

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

Application forms received after the closing date will not be considered.

APPLICATION FOR EMPLOYMENT

Please complete **ALL** sections. The contents of this form will be treated as confidential.

If you do not have enough space on the form at any point, you may continue on the blank sheet at the end of the application form. Please ensure that you write your name and the title of the post for which you are applying on any additional sheets.

STATE POSITION YOU ARE APPLYING FOR	PREFERRED HOURS OF WORK
<p>..... (Care/kitchen/maintenance etc)</p>	<p>Full-time (30hrs +) <input type="checkbox"/> Part-time (30 hrs -) <input type="checkbox"/> Nights <input type="checkbox"/> Bank <input type="checkbox"/> (Sometimes you may be required to work different shifts to cover for sickness/holidays or staff shortages)</p>

Personal Information

Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other	
First Name:	Surname:
Address:	
E-mail address	
Telephone Number:	Mobile:
National Insurance Number:	Pin No (Qualified Nurse):
Are you eligible to work in the United Kingdom? (proof may be requested at interview) YES <input type="checkbox"/> No <input type="checkbox"/>	
Do you require a work permit? YES <input type="checkbox"/> No <input type="checkbox"/>	
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:	

Full Employment History

PRESENT EMPLOYER	
Job title:	
Responsibilities :	
Name & Address of Employer:	Date started:
	Rate of pay:
	Period of notice required:
Reason for leaving:	

PREVIOUS EMPLOYMENT – List ALL your employment history and explain any breaks in employment

Name & Address of Employer	From	To	Job Title & Duties	Rate of pay	Reason for Leaving

Continue on blank sheet at the end of application form if necessary

Education History - Relevant certificates must support all qualifications and any appointment will be subject to the presentation of the original documents, but please do not attach them, as they will be requested at a later date.

School (s) Attended	Dates of attendance	Qualifications Gained & Courses Studied
College/University attended	Dates attended	Qualifications Gained

Personal Statement

Please use this space to give further details of your career and experience relevant to your application. Please give reasons for applying for the position and explain why you think you are suitable for the role. This is your opportunity to bring to our attention any qualities you believe we should be aware of.

Social Life

Please give details of what you like to do in your free time. Tell us what is important to you.

ADDITIONAL INFORMATION

Disability

Middleton Hall Retirement Village is positive about disability and welcomes disabled people to apply for posts. Please complete this section to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and / or establish that you have a disability where this is an occupational requirement (section 60 of the Equality Act 2010 refers),

Do you consider yourself to be a person with a disability, as described by the Equality Act 2010?
I.e. Do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long term effect on your ability to carry out normal day-to-day activities.

If Yes, please give details

If you have any specific requirements to assist you with an interview, please attach details and reasonable adjustments will be made.

Criminal Record

Middleton Hall Retirement Village is committed to the principle of making appointments on merit and will focus on a person’s abilities, skills, experience and qualifications. When considering an applicant with a criminal record, Middleton Hall will consider the relevance of the conviction to the job for which the person is applying and a record will not necessarily be a bar to obtaining a position.

Failure to disclose unspent and/or spent convictions will be considered a serious matter and may lead to an offer of employment being withdrawn, disciplinary action or even dismissal. However, the matter will be discussed with the applicant/employee prior to any decisions being made.

Do you have a criminal record? YES No

If yes, please give details. You must include all police records of convictions, cautions, reprimands and warnings either spent or unspent under 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.

Full Name:

Date:

Signature:

References

Please give the names and addresses of two persons who are not related to you and from whom references can be obtained. One of these **MUST** be from a senior member from your current or last employer or if this is the prospective employee's first job, their school teacher or higher or further education lecturer. The other reference could be a previous employer or any other professional person. Please ensure you provide all the details required below and your referees are aware they will be contacted if you are offered the position.

No two references should be from the same place.

(References will only be taken up if your application is successful)

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

Next of Kin

Please give details below of the person we can contact in the event of an emergency:	
Name:	Telephone number:
Address:	Daytime:
	Evening:
Relationship:	Mobile:

General

Please tell us how you found out about this vacancy.
Are you related to any employee of Middleton Hall?
Have you previously worked for Middleton Hall?

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 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.	
If a conditional offer of work is made, I agree to complete a pre-employment health assessment questionnaire and if required undergo a medical examination 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.	
Full Name:	Date:
Signature:	

Please check that you have completed all sections of the Application for Employment and that you have signed it. If you are submitting this form via email you will be asked to sign at the interview to declare that the information stated is true and accurate.

All job offers are conditional, subject to satisfactory pre-employment checks including references, CRB check, qualifications and medical clearance.

Middleton Hall Retirement Village Equal Opportunity Form

Middleton Hall Retirement Village is 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 <input type="checkbox"/>		Female <input type="checkbox"/>	
A. WHITE			
British <input type="checkbox"/>	Irish <input type="checkbox"/>	Any other White background (Please specify) <input type="checkbox"/>	
B. MIXED			
White and Black Caribbean <input type="checkbox"/>	White and Black African <input type="checkbox"/>	White and Asian <input type="checkbox"/>	Any other Mixed background (Please specify) <input type="checkbox"/>
C. ASIAN OR ASIAN BRITISH			
Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Any other Asian background (Please specify) <input type="checkbox"/>
D. BLACK OR BLACK BRITISH			
Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Any other Black background (Please specify) <input type="checkbox"/>	
E. CHINESE OR OTHER ETHNIC GROUP			
Chinese <input type="checkbox"/>	Any other <input type="checkbox"/> (Please specify)		
F. ARAB OR MIDDLE EASTERN DESCENT			
Arab <input type="checkbox"/>	North African <input type="checkbox"/>	Iraqi <input type="checkbox"/>	Kurdish <input type="checkbox"/>
Any other Middle Eastern background (Please specify) <input type="checkbox"/>			

Date of Birth

Full Name

Job Applied For

Date

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

