Thank you for your interest in 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.

We seek to ensure that we appoint the right candidate to each job and that applications are treated in a fair and consistent manner. It is therefore necessary that you fully complete all sections in sufficient detail to ensure your application is properly assessed. If little or no information is provided it will be difficult to assess your suitability and progression to shortlist for interview will be unlikely.

We adopt a values-based recruitment approach to attract and recruit future Co-owners, on the basis that their individual values and behaviours align with the vision and values of Middleton Hall.

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 save your application form then once completed in full, email it to us at: **recruitment@mhrv.co.uk**

Alternatively it can be posted to:-

**Human Resources**

**Middleton Hall Retirement Village**

**Middleton St George**

**Darlington**

**Co Durham**

**DL2 1HA**

**01325 332207**



Middleton St George, Darlington, Co Durham, DL2 1HA

Tel: 01325 332207 Email: info@mhrv.co.uk Web: www.mhrv.co.uk

Middleton Hall Limited. Registered in England & Wales No. 65737 Vat No: 915 828 11 – Registered office as above

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

**HR use only:**

Application Received on:

Application Acknowledged on:

|  |  |
| --- | --- |
| Position applying for: |  |
| Preferred hours: | **Full-time** (30hrs +)  **Part-time** (30 hrs -)  **Nights**  **Bank** |

**Personal Information:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: |  | First Name: |  | | Surname: |  |
| Address: |  | | | | | |
| Home Tel: |  | | Mobile: |  | | |
| Email: |  | | NI No: |  | | |
| I am eligible to work in the UK and able to provide right to work/visa documents Yes  No | | | | | | |

**Education & Qualifications:**

|  |  |
| --- | --- |
| Highest Level Qualification: |  |
| Other courses/qualifications relevant to the role I am applying for: |  |
| NMC No (Nurses Only) |  |

**Employment History:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current/Recent Employer: |  | | | |
| Job Title: |  | | Salary: |  |
| Dates of Employment: | From: |  | To: |  |
| Reason for Leaving: |  | | | |
| Summary of Responsibilities: | | | | |

**Previous Employment:**

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Job Title: |  |
| From: |  | To: |  |
| Salary: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Job Title: |  |
| From: |  | To: |  |
| Salary: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Job Title: |  |
| From: |  | To: |  |
| Salary: |  | Reason for Leaving: |  |

|  |
| --- |
| **Please explain any breaks in employment:** |

**References:**

Provide details of two persons who are not related to you. No two references should be from the same employer & references will only be contacted if your application is successful.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: |  | | |
| Referee: |  | Referee Position: |  |
| Telephone: |  | Email: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: |  | | |
| Referee: |  | Referee Position: |  |
| Telephone: |  | Email: |  |

**Personal Statement:**

|  |
| --- |
| Use this space to provide information relevant to support your application. Explain reasons for applying alongside why you feel you would be suitable for the role.  This is an opportunity to bring to our attention any qualities you believe we should be aware of. |

**Values Based R**e**cruitment Screening**

|  |  |
| --- | --- |
| If I were a Resident in Middleton Hall Retirement Village, I would like: |  |
| I believe that the Resident’s family and relatives would like the following from Middleton Hall Retirement Village: |  |
| I believe that I can support a Resident in Middleton Hall Retirement Village because: |  |
| As a member of the team at Middleton Hall Retirement Village, I feel valued when: |  |
| I believe that a good relationship between me and the Resident depends on: |  |
| I believe that I learn best when: |  |
| I believe that a good working team is made by: |  |
| My other beliefs and values of relevance to my job are: |  |

**General Information:**

|  |
| --- |
| How did you hear 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.

**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?

Yes  No

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 provide details below 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 prior to any decision/s being made.

Any position which requires, as part of normal duties, caring for, supervising or being in sole charge of vulnerable adults will require a DBS check to be undertaken and provision of a suitable disclosure document. The Protection of Vulnerable Adults Act will apply in this case.

* Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES  No

* Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? YES  No

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

**Declaration:**

|  |
| --- |
| I confirm that all information provided 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:**  **Signature:**  **Date:** |

Please check you have completed all sections of the Application Form. If you are submitting this form via email you are declaring that the information stated is true and accurate. All job offers are conditional, subject to satisfactory pre-employment checks including references, DBS check, qualifications and if applicable, medical clearance.

Please return your application form to [**recruitment@mhrv.co.uk**](mailto:recruitment@mhrv.co.uk)

**Continued…**