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 Note:**

**Anyone working or volunteering in Middleton Hall Retirement Village will need to be fully vaccinated against coronavirus (COVID-19), unless exempt.**

**Evidence of vaccination status or medical exemption will be required as part of our pre-employment process.**

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

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:

**People team**

**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

MHRV is an employee owned, multi award winning retirement village.

Our estate, facilities and services offer residents the opportunity to live a rich and fulfilling retirement.

To learn more about our different services please see a summary below and discover where your next role could be…

|  |  |
| --- | --- |
| **Care Services**  | **Non-Care/Support Services**  |
| **Middleton** **Court** | A purpose-built residential service for those requiring high levels of individual care. Each room has an overhead tracking hoist to assist those with more complex mobility issues.  | **Housekeeping** **& Laundry** | Cleaning & laundry services are invaluable to our residential and independent residents and provide support to all care services.  |
| **Middleton Gardens** | Offers two different types of residential living options to reflect people’s differing lifestyles and preferences.  Both support our approach to providing person centred individualised care to enhance the quality of life for our residents | **Front of House** **& Catering** | From a coffee and catch-up with friends and family in the Orangery café to dining in style in our restaurant, our friendly kitchen and hospitality team provide a mouth-watering menu and are able to cater for special events and celebrations.  |
| **Middleton** **Oaks** | For people who wish to lead as independent a life as possible but who need a high level of practical, nurturing support. Often those who enjoy this kind of lifestyle live with the onset of dementia | **Spa** **& Transport** | Our friendly living well team are on hand for individual guidance to support everyone’s wellbeing goals to help people stay active at their own pace |
| **Middleton** **Grove**  | For those who enjoy their independence and privacy but appreciate the benefits of support, companionship and security within a small, friendly community. | **Estates** **& Maintenance**  | Our dedicated Estates and maintenance teams innovatively develop and enhance our 45-acre grounds for everyone to enjoy.  |
| **Reception** **Accounts** **& Administration**  | Instrumental in providing a wide range of services to support all Managers, Residents and Co-owners  |

**Application Form:**

|  |  |
| --- | --- |
| **I would like to apply for:** | Middleton Court [ ]  Housekeeping & Laundry [ ]  Middleton Gardens [ ]  Front of House & Catering [ ] Middleton Oaks [ ]  Spa & Transport [ ] Middleton Grove [ ]  Estates & Maintenance [ ] Any Care Service [ ]  Reception, Accounts & Administration [ ]   |
| **Preferred hours:** | Full-time (30hrs +) [ ]  Part-time (-30hrs) [ ]  Nights [ ]  Bank [ ]  |
| **I am eligible to work in the UK:** |   Yes [ ]  No [ ]  |
| **I can provide right to work / visa documents:** |  Yes [ ]  No [ ]  |
| **I am fully vaccinated (received both doses) against Covid-19 & able to provide proof of vaccine**  | Yes [ ]  No [ ] If answer is yes to this question please move straight to Personal InformationIf answer is no to this question please complete the below |
| **I am unable to be vaccinated against Covid-19 and able to provide medical exemption** | Yes [ ]  No [ ]  |

**Personal Information:**

|  |  |
| --- | --- |
| **Title:** |  |
| **First Name:** |  |
| **Surname:** |  |
| **Address:** |  |
| **Home Telephone:** |  |
| **Mobile:** |  |
| **Email:** |  |

**Education & Qualifications:**

|  |  |
| --- | --- |
| **Highest Qualification:** |  |
| **Other relevant courses or qualifications**  |  |

**Employment Experience:**

(Please provide all employment history, including any voluntary roles. Continue on a separate sheet if required)

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

|  |  |
| --- | --- |
| **Previous Employer:** |  |
|  **Job Title:** |  |
| **Dates of Employment** | **From:** |  | **To:** |  |
| **Reason for Leaving:** |  |
| **Salary:** |  |
| **Summary Responsibilities:** |

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

**Previous Employment Continued….**

|  |  |
| --- | --- |
| **Employer** |  |
|  **Job Title:** |  |
| **Dates of Employment** | **From:** |  | **To:** |  |
| **Reason for Leaving:** |  |
| **Salary:** |  |

|  |  |
| --- | --- |
| **Employer** |  |
|  **Job Title:** |  |
| **Dates of Employment** | **From:** |  | **To:** |  |
| **Reason for Leaving:** |  |
| **Salary:** |  |

|  |  |
| --- | --- |
| **Employer** |  |
|  **Job Title:** |  |
| **Dates of Employment** | **From:** |  | **To:** |  |
| **Reason for Leaving:** |  |
| **Salary:** |  |

**Please explain any breaks in employment:**

|  |
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|  |

**References:**

Please provide details of two people 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.

**\*Please note one reference must be from your current or most recent employer.**

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

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

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| **What interests you about Middleton Hall?** |
| **How would you describe yourself?** |
| **I am suitable for this role because…** |
| **Our residents should be….** |
| **Outstanding for me means…**  |
| **Qualities and values I can bring to Middleton Hall?**  |

**Please bring to our attention any further qualities you believe we should be aware of.**

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 **General Information:**

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| **How did you hear about this vacancy?** |  |
| **Are you related to anyone currently working at 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.

**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.

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

|  |
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|  |

**Declaration:**

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| --- |
| 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**

Further information to support your application

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