

## MOUNTSIDE RESIDENTIAL CARE HOME

### APPLICATION FOR EMPLOYMENT (Confidential)

*Downlands Care is committed to the values of equality and diversity and aims to treat all applicants fairly regardless of their race, gender, sexual orientation, religion, marital status, age, nationality, ethnic origin, or any disability they may have.*

Applications are welcome from all people with relevant current or potential skills, abilities and attitude to carry out the role. Reasonable adjustments may be made to enable individuals to perform the duties required. Each application will be treated individually and on its own merits. Should your application be successful, any offer of employment will be subject to a satisfactory DBS check, proof of identity, proof of your right to work in the UK, health screening and references covering the last five years of employment including all care roles you have held.

**Please answer all of the questions in this form as fully as possible. Application forms which are not completed fully may be discounted. Where necessary please use additional sheets and attach them to the form.**

<b>Position applied for</b>	
<b>Date of application</b>	

Personal details	
<b>Title</b>	
<b>Full Name</b>	
<b>Address</b>	
<b>Post code</b>	
<b>Home telephone number</b>	
<b>Mobile telephone phone number</b>	
<b>Email address</b>	

## EDUCATION

Please list the secondary school you attended and any further or higher education qualifications you have achieved. This should be academic qualifications only as professional training is listed in the next section.

Name of school (s) attended	Qualifications achieved (GCSE's, A levels, etc.)	Dates

Name of FE College or Universities attended	Qualifications achieved	Date

## PROFESSIONAL QUALIFICATIONS

Please list any accredited professional qualifications you have achieved including Care Certificate, NVQs and Diplomas in care, BTEC, etc. In order to be paid at the qualified level (for care and Support roles) you will need to provide original certificates.

Name of training provider/accrediting body	Qualifications achieved	Date

### VOCATIONAL TRAINING

Please list any vocational training, for example the administration of medication, health and safety, food hygiene, etc. that you have undertaken and which is relevant to the role for which you are applying. You may need to provide documentary evidence of this training from your employer or training provider or you may be asked to repeat it in accordance with Downlands Care induction and training policies.

Course title	Date	Training provider

### Employment history

Please provide a full employment history in chronological order starting with your most recent job first. You must include *all* previous employers and any gaps in employment *must* be explained. Other voluntary experience should be covered in your personal statement. If there was a gap between jobs you must state why there was a gap and what you were doing in this time.

#### Current or most recent employment

<b>Job Title</b>	
<b>Name of Employer</b>	
<b>Employer's address</b>	
<b>Main Duties</b>	
<b>Dates (to and from)</b>	
<b>Reason for leaving</b>	



## PERSONAL STATEMENT

In a maximum of two pages, please explain why you believe you are suitable for this position, providing evidence of your experience, skills and personal attributes. Include reference to your employment history, paid and unpaid work, membership of relevant organisations and other experiences which you believe to be appropriate. Please explain why you are applying for this role. (It is recommended that you refer to the job description and person specification to complete this.)

*Please continue on a separate sheet if necessary.*

### OTHER RELEVANT INFORMATION

<p>Are there any adjustments we may need to make to enable you to attend for interview or to carry out your duties? If so please provide further details below.</p>	<p><b>Yes/no*</b></p>
<p>Do you own or have use of a car (for roles where driving for business may be required)?</p>	<p><b>Yes/no*</b></p>
<p>For Care and Support roles which operate on a shift system (i.e. those on a seven day rota) are you able to work any day of the week and on bank holidays? If not please provide more details below.</p>	<p><b>Yes/no*</b></p>
<p>Are you related to any member of staff, manager or director of Downside care? Is so please provide details below.</p>	<p><b>Yes/no*</b></p>
<p>Are there any restrictions on your residency in the UK which might affect your right to take up this employment? If yes, please provide details below.</p>	<p><b>Yes/no*</b></p>
<p>If you are successful in your application would you require a work permit?</p>	<p><b>Yes/no*</b></p>
<p>Have you previously applied for a role with Downlands Care or at Mountside Residential Home? If so, please provide details below.</p>	<p><b>Yes/no*</b></p>
<p>How did you become aware of this vacancy? For example agency (state which), Mountside website, Facebook, Indeed, personal recommendation, etc.</p>	
<p><b>*Further details relating to the above questions where appropriate.</b></p>	

### ON LINE DBS UPDATE SERVICE

The DBS update service allows applicants to maintain DBS certificates online and send updates to new employers. This allows you to take your DBS with you when changing jobs.

Please state if you are registered for the DBS update service. **Yes/no\***

**If you are registered with the online DBS Update Service, please provide the following information:**

DBS Certificate number

On line checking number

Applicants Surname on the certificate

Date of Birth on the certificate

I hereby give Downlands Care permission to complete an online status check as part of the DBS Update Service.

**Yes/no\***

Signed

Date

### REHABILITATION OF OFFENDERS ACT

The post for which you are applying involves regular contact with vulnerable people and confidential information. Due to the nature of the work for which you are applying, this post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 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. Any information given will be completely confidential and will be considered only in relation to any applications for positions to which the order applies. Please give details of any spent convictions, court-martial conviction, outstanding summons or prosecution. **Any false statement could disqualify your application, or in the event of employment, any failure to disclose such convictions could render you liable to disciplinary action or dismissal.**

I have previous convictions which I need to declare. If yes please provide details: **Yes/No**

Offence (1)

Date

Penalty received

Offence (2)

Date

Penalty received

Offence (3)

Date

Penalty received

## REFERENCES

Please provide the names of a minimum of two employment referees covering at least the last five years of your employment history and including all jobs in care that you have had. These must be formal employers and not friends or colleagues and must include your current or most recent employer. If you have a limited formal employment history, you may provide references from your school or college or from voluntary work. Downlands Care reserves the right to seek additional references where necessary or check the validity of any reference given. It is our practice to take up references only after an offer of employment has been made and accepted.

Reference (1)	
Employer's name	
Referee's name	
Relationship to applicant	
Referee's contact address	
Referee's email address	
Referee's telephone number	
Dates of employment (to and from)	
Reference (2)	
Employer's name	
Referee's name	
Relationship to applicant	
Referee's contact address	
Referee's email address	
Referee's telephone number	
Dates of employment (to and from)	
Reference (3)	
Employer's name	
Referee's name	
Relationship to applicant	
Referee's contact address	
Referee's email address	
Referee's telephone number	
Dates of employment (to and from)	
References (4)	
Employer's name	
Referee's name	
Relationship to applicant	
Referee's contact address	
Referee's email address	
Referee's telephone number	
Dates of employment (to and from)	



## DATA PROTECTION STATEMENT

The information you have provided on this form and that obtained from other sources will be used to process your application for employment with Downlands Care and will be used and stored confidentially.

If you succeed in your application and take up employment with Downlands Care, the information will be used in the administration of your employment and to provide you with information relevant to your employment and. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process or your subsequent employment with Downlands Care.

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 Data Protection Commissioner.

## DECLARATION

I declare that the information I have provided in this application is accurate and true to the best of my knowledge. I understand that the provision of false or inaccurate information may disqualify me from employment or if discovered after I have commenced employment may lead to my dismissal. I further declare that I am fit to carry out the duties outlined in the job description.

<b>Full Name in Block Capitals</b>	
<b>Current notice period (where applicable)</b>	
<b>Date available to start work</b>	
<b>Dates of any holidays already booked</b>	
<b>Signature</b>	
<b>Date</b>	

Please return this form to the Manager, Mountside Residential Care Home, 9-11 Laton Road, Hastings, East Sussex, TN34 2ET. Telephone 01424 424144. Email [manager@mountside.care](mailto:manager@mountside.care).