



EMPLOYMENT APPLICATION FORM

Post applied for _____ Application No _____
 Advert Ref. No. _____ Close Date _____

Level of disclosure (Refer to job description & tick relevant box) Standard Enhanced

FOR OFFICE USE ONLY

Shortlisted YES NO Successful YES NO

Guaranteed Interview Scheme (If this box is ticked you must guarantee the applicant an interview if the essential criteria of the person specification is met)

PERSONAL DETAILS (please complete in block capitals and black ink for photocopying)

Surname _____ Previous Surnames _____
 Forenames _____ Title Mr/Ms/Mrs/Miss/Dr (delete)
 (please underline the name you are known by)
 Other _____
 Home Address _____ Contact: _____
 _____ Tel _____
 _____ Mobile _____
 _____ Post Code _____ Email _____
 National Insurance No. _____

If there is a legal age restriction shown on the advertisement please confirm that you are eligible to apply
Documentation will be required as confirmation should you be invited to interview (tick to confirm)

CURRENT/MOST RECENT EMPLOYER REFERENCE
(manager or supervisor only)

Referee's Name _____
 Company Name _____
 Address _____
 _____ Post Code _____
 Job Title _____
 Email Address _____

 Tel No _____
 Can we contact this person prior to any offer being made?
 YES NO

SECOND REFERENCE
(a previous employer- manager or supervisor only)

Referee's Name _____
 Company Name _____
 Address _____
 _____ Post Code _____
 Job Title _____
 Email Address _____

 Tel No _____
 Can we contact this person prior to any offer being made?
 YES NO

Please note that we reserve the right to approach your last two employers for references.

EDUCATION, QUALIFICATIONS AND TRAINING

SECONDARY EDUCATION

QUALIFICATION	SUBJECT	GRADE

FURTHER EDUCATION

To include: Professional Qualifications, Apprenticeships, Relevant Training Courses Attended etc *(please state if course is current)*

SUBJECT / TITLE OF COURSE	QUALIFICATION <i>(if any)</i>	GRADE <i>(if relevant)</i>	DATE

MEMBERSHIP OF ANY STATUTORY/PROFESSIONAL BODY *(if applicable)*

Statutory/Professional Body _____

Registration/Membership Number _____ Expiry Date _____

EMPLOYMENT HISTORY

Current or Most Recent Employment

Job Title _____ Reporting to _____
(Job Title)

Name and Address of Employer _____

Nature of Business _____ Salary/Hourly Rate _____

Employment Dates in this post From _____ To _____

Reason for Leaving _____

Previous Employment (start with most recent for a 10 year period, accounting for any employment gaps.)

Names of Previous Employers and Nature of Business	Job Title	From Month/Year	To Month/Year	Reason for Leaving

Employment Gaps Reason	From Month/Year	To Month/Year

NORMAL RETIREMENT AGE

As at the date of submission of this application form, are you within six months of our Charity's normal retirement age of 65, or over this age? Yes No

ELIGIBILITY TO WORK IN THE UK

Please detail the documentation that you can produce to confirm your eligibility to work in the UK.

Under the Asylum & Immigration Act 1996 and subsequent amendments to this Act, we must check to ensure that all applicants are legally working in this country; therefore, we will require you to provide documentation to confirm your eligibility to work in the UK, such as passport, residents permit, Application Registration Card or other official documentation showing eligibility at interview stage. **This will apply to ALL APPLICANTS.**

HEALTH

Please list below details of sickness absence from work (or at home if unemployed) during the last 12 months

Number of occasions of sickness _____ Total number of days _____

Please clarify reason for sickness below:

All new employees will be required to complete a pre-employment medical questionnaire and, where appropriate, undergo a medical assessment.

REHABILITATION OF OFFENDERS

Because of the nature of the work, the post for which you are applying is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975. This means that you are not entitled to withhold information relating to any convictions you may have had; this includes those convictions which are "spent". You must also disclose other relevant non-conviction information such as police enquiries, pending prosecutions / current court proceedings.

Do you have anything to disclose *(please tick)* Yes No

If you are short-listed for interview you will be asked to submit full details of the above prior to interview. Any information given will be treated in the strictest confidence and will only be considered in relation to the post to which you have applied. This will be discussed with you at interview.

ADDITIONAL INFORMATION

How did you learn of this vacancy? *(please state name of newspaper/magazine or other source)* _____

Have you ever worked for Saint John of God Hospitaller Services or the Hospitaller Order of Saint John of God? *(please tick)* Yes No

If yes, please give details (inc. dates) _____

Do you intend to continue working for another employer? *(please tick)* Yes No

If so, please give details _____

Do you possess a full UK current driving licence? *(please tick)* Yes No

Please give details of all motoring offences/convictions _____

Are you a relative of any Brother, Board member, employee or client of the Charity? *(please tick)* Yes No

If so, please give details _____

Are there any dates when you would not be available for interview in the near future? _____

If offered the post what is the earliest date you could start? _____

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please describe what attracts you to the post:

Summarise below the duties and responsibilities of your current or most recent position and highlight any experience (in or outside of work) relevant to the post for which you are applying.

Please also state what qualities you are able to bring to the post, highlighting specific skills, knowledge, abilities or other relevant factors in support of your application including any significant achievements (continue on separate A4 sheets if necessary). Please remember CVs will not be accepted as an alternative to completing this application form.

DECLARATION

I certify that all information contained in this application for employment is correct to the best of my knowledge. I understand that to give false information or failing to disclose any convictions may, in the event of employment, result in dismissal or disciplinary action. I understand that the appointment is subject to medical clearance, CRB clearance and two references satisfactory to Saint John of God Hospitaller Services. I also understand and authorise for information on this form to be held on computer and used for statistical and monitoring purposes only in accordance with the Data Protection Act.

Signature _____ Date _____

Your completed application form should be returned to:

INFORMATION FOR APPLICANTS

You are advised to read the following notes carefully, as the decision to shortlist you for interview will be based solely on the information you provide on your form. If there is anything on the form that you do not understand, please ring us. Applications will not be considered unless the application form has been completed. CVs will not be accepted.

Equal Opportunities Monitoring

Saint John of God Hospitaller Services is an equal opportunity employer committed to the elimination of discrimination throughout its employment practices. In order to ensure that all applicants for employment are treated fairly, decisions will be based only on qualifications, experience, skills, abilities, knowledge and relevant personal factors.

The Equal Opportunities Monitoring Form is treated in confidence and used only for statistical analysis. Our policy is to ensure that no job applications or employees will receive less favourable treatment on the grounds of race, gender, sexual orientation, disability, age, marital status, religion or unrelated criminal convictions. Selection criteria procedures will be reviewed regularly to ensure that individuals are selected and treated on the basis of their merits and abilities.

Disability

We welcome applications from people with disabilities. If you require any special arrangements, to enable you to attend an interview, please ensure you complete the 'Special Provisions' section on our application form.

Guaranteed Interview Scheme

If you consider yourself to have a disability, you may be eligible for the Guaranteed Interview Scheme. If this is the case, please complete the necessary form within the pack.

Rehabilitation of Offenders

Saint John of God Hospitaller Services welcomes applications from all people with the right mix of talent, skills and potential. You will be required to disclose full details of your criminal history prior to your interview. This information will be discussed with you at interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in an offer of employment being withdrawn. Our policy statement on the recruitment of ex-offenders is attached.

Criminal Records Bureau Disclosure

A police check (or disclosure) will be carried out for successful applicants and will apply to the majority of our vacancies. This check for disclosure of criminal history will include spent convictions, pending prosecutions/current court proceedings and police enquiries. There are different levels of disclosure depending on the level of contact the post-holder will have with vulnerable adults or children. The level of disclosure required for the post for which you are applying is on the job description. Further information about the disclosure scheme can be found at www.disclosure.gov.uk

Saint John of God Hospitaller Services adheres to the CRB Code of Practice. Further information can be found at www.crb.gov.uk

Information in support of your application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed. Applicants should demonstrate they meet all the essential criteria in their application form and at the interview.

Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them, preferably by giving specific examples. When completing these sections, it is important to include any work undertaken on a voluntary basis, particularly if you have not been in employment before. Do not forget the skills and experience you have gained outside full-time work. If you have been out of paid employment for a long time or have never been employed, your job history may be less important than some of the responsibilities and experience you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time or be active in a trade union. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do a job.

References

In all cases we require two employment references, one of which must be from your current or most recent employer. These must be completed by your previous manager/supervisor. If you have not been employed or can only provide one employment reference, you are required to provide alternative references, e.g. teachers, lecturers or anyone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. In such a case, please state in what capacity you know the person.

Closing date

Take note of the closing date and ensure that your application form reaches us by 5.00 pm on that date. Return the application form, guaranteed interview scheme form (if applicable) and equal opportunities monitoring form to the address shown.

If you require this form in a larger print, or translating into another language, please contact us.

GUARANTEED INTERVIEW SCHEME

We are an equal opportunities employer and welcome applications from people with disabilities. Saint John of God Hospitaller Services is committed to the employment and career development of people with disabilities.

To demonstrate our commitment, we use the Disability Symbol which is awarded by the Employment Service. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the essential criteria of the enclosed person specification for the job they are applying for.

What do we mean by disability?

To be eligible for the guaranteed interview scheme you must be considered as disabled under the Disability Discrimination Act 1995. This means you must have, or have had in the past, a physical or mental impairment which has had a substantial long-term adverse effect on your ability to carry out normal day to day activities. This includes sensory impairments, people who have had a disability in the past, even though they are no longer disabled, people whose disability is likely to last for twelve months or the rest of their life, and people whose condition is likely to progress or recur. Severe disfigurement is also acknowledged as a disability. You do not have to be registered as a disabled person to apply under the scheme.

How do I apply?

Simply complete the declaration below. If you need any help completing this please let us know.

Declaration

I consider myself to have a disability as defined by the Disability Discrimination Act 1995 and I would like to apply under the Guaranteed Interview Scheme

Name _____

Signature _____

Date _____

Advert Ref No _____

SPECIAL PROVISIONS

If you require any special provisions at interview or we need to take account of any disability (eg. if you are a wheelchair user and the interviews need to be held on the ground floor or with ramp access) please let us know below:

EQUAL OPPORTUNITIES EMPLOYMENT MONITORING FORM

Saint John of God Hospitaller Services is committed to a policy of equal opportunity in employment. Saint John of God Hospitaller Services recognises that, through prejudice and lack of awareness, unequal treatment exists based on factors such as age, gender, sexual orientation, disability, marital status, race and religion. To help us monitor our performance, we would be grateful if you could complete and return this form with your application. This form is sent directly to the Human Resources Service and no other member of the interview panel has access to it.

The information supplied on this form will be kept confidential within the Human Resources Service. It will be used for statistical and monitoring purposes only, thus enabling an objective assessment of all applicants during the recruitment process.

You do not have to complete this form but any information given will be very helpful in assisting us to monitor our equal opportunity policy. If you prefer not to include your name and signature, or complete all sections, this is acceptable. Please sign below to show your approval for this information to be processed as above.

Full Name: _____ Post Title: _____

Please tick appropriate box

GENDER	<input type="checkbox"/> Male	MARITAL STATUS	<input type="checkbox"/> Married	<input type="checkbox"/> Other
	<input type="checkbox"/> Female		<input type="checkbox"/> Single	<input type="checkbox"/> Prefer not to say
	<input type="checkbox"/> Undergone gender reassignment		<input type="checkbox"/> In a civil partnership	
	<input type="checkbox"/> Prefer not to say			

AGE BAND Under 18 18-29 30-39 40-49 50-59 60-65 Over 65 Prefer not to say

SEXUAL ORIENTATION	<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Transsexual
	<input type="checkbox"/> Homosexual	<input type="checkbox"/> Undergone gender reassignment
	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Prefer not to say

DISABILITIES	<input type="checkbox"/> None	<input type="checkbox"/> Physical disability	<input type="checkbox"/> Mental disability
	<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> * Other please specify _____	

RACE/NATIONALITY/ETHNIC ORIGIN

WHITE *	<input type="checkbox"/> English	<input type="checkbox"/> European	<input type="checkbox"/> Northern Irish	<input type="checkbox"/> Scottish	<input type="checkbox"/> Southern Irish	<input type="checkbox"/> Welsh
ASIAN *	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> British	<input type="checkbox"/> Chinese	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	
MIXED *		<input type="checkbox"/> White & Asian	<input type="checkbox"/> White & Black African	<input type="checkbox"/> White & Black British	<input type="checkbox"/> White & Black Caribbean	
BLACK *			<input type="checkbox"/> African	<input type="checkbox"/> British	<input type="checkbox"/> Caribbean	
			<input type="checkbox"/> * Other please specify _____			

RELIGION	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Catholic	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim
	<input type="checkbox"/> Rastafarian	<input type="checkbox"/> Sikh	<input type="checkbox"/> None	<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Other *	

* please specify _____

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form, I give my consent to the Charity processing the data supplied on this form for the purposes of equal opportunities monitoring.

SECURE STORAGE POLICY

Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information

General Principles

As an organisation using the Criminal Records Bureau (CRB) disclosure service to help assess the suitability of applicants for positions of trust, Saint John of God Hospitaller Services complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and Access

Disclosure information should be kept securely, in a lockable, non-portable, storage container with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive it in the course of their duties. Saint John of God Hospitaller Services maintain a record of all those to whom disclosures or disclosure information has been revealed and it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, Saint John of God Hospitaller Services do not keep disclosure information for any longer than is necessary to allow for the consideration and resolution of any disputes or complaints or until an authorised person comes to inspect them. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail. CRB disclosures should be retained as per CRB guidelines in place at the time.

Disposal

Once the retention period has elapsed, Saint John of God Hospitaller Services will ensure that any disclosure information is immediately destroyed by secure means, e.g. by shredding. While awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). Saint John of God Hospitaller Services will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of a disclosure. However, notwithstanding the above, Saint John of God Hospitaller Services may keep a record of the date of issue of a disclosure, the named of the subject, the type of the disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

Acting as an Umbrella Organisation

Before acting as an Umbrella Body (one which countersigns applications and receives disclosure Information on behalf of other employers or recruiting organisations), Saint John of God Hospitaller Services will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of disclosure information in full compliance with the CRB Code and in full accordance with this policy. Saint John of God Hospitaller Services will also ensure that any body or individual, at whose request applications for disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

As a Charity using the Criminal Records Bureau (CRB) Disclosure Service to assess applicants' suitability for positions of trust, Saint John of God Hospitaller Services complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Saint John of God Hospitaller Services is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Charity and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Saint John of God Hospitaller Services to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in the Charity who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily exclude you from working with us.

This will depend on the nature of the position and the circumstances and background of your offences.





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