

APPLICATION FOR EMPLOYMENT

Equal opportunities will be afforded to all job applicants in all stages of the recruitment process. Appointment will be based solely on merit and without regard to issues of sex, disability, marital or civil partnership status, gender reassignment, race, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community. The Trust is committed to integration of people with disabilities into everything we do and expects all staff to share this commitment.

Please complete this form in BLOCK CAPITALS and return to:

Human Resources, Dame Hannahs, Woodland Road, Ivybridge, Devon PL21 9HQ

Email: hrenquiries@discoverhannahs.org

Telephone: 01752 898182

Post Applied for:

1. Personal Details

Title:

First Name(s):

Middle Name(s):

Last Name:

Address:

Post Code:

Daytime Telephone No:

Evening Telephone No:

Mobile Telephone No:

Email Address:

National Insurance No:

www.discoverhannahs.org

01752 892461 | enquiries@discoverhannahs.org | Facebook: /discoverhannahs | Twitter: @discoverhannahs

Dame Hannahs, Woodland Road, Ivybridge, PL21 9HQ

Dame Hannah Rogers Trust 2019 Limited is a registered charity, number 1194836, and a company registered in England and Wales, with number 11878746, whose registered office is at Dame Hannahs, Woodland Road, Ivybridge, PL21 9HQ



Employment within Care Homes

It is now a legal requirement for all staff who work within Care Homes in England to be fully vaccinated against COVID-19, unless exempt under the regulations.

In order to progress your application further, you will need to provide evidence of your vaccination status by providing a valid COVID Pass, or medical evidence for your exemption as part of our pre-employment checks. If you are not fully vaccinated, you will not be able to join us until you have had both of your jabs.

Are you fully vaccinated against COVID-19?

YES / NO

If you are not fully vaccinated, do you consider yourself exempt under the Regulations?

YES / NO

If you are not fully vaccinated, please state when you are scheduled to receive your final jab?

2. Employment History (Present / Most Recent)**Name of Employer:****Job Title:****Salary:****Dates from / to:****Notice period / date available to start:****Key responsibilities:****Reason for seeking new position / leaving:**

3. Previous Employment

From Month/Year	To Month/Year	Name and Address of Employer / Job Title / Description of duties and Reason for leaving

4. Gaps - Any time not accounted for above (e.g. Unemployment / childcare / travel etc.)

From Month/Year	To Month/Year	Reason

5. Formal Education

Name of establishment	From/To Month/Year	Courses/subjects taken (Qualifications/grades gained)

6. Job related or relevant training

If applicable, please enter your HCPC/NMC or QTS Registration PIN

You should list any relevant training you have had. This can include such training as first aid, manual handling, driving license etc. It can be training given by a previous employer or by an external body organised by an employer or yourself. Also include any skills or experience gained through unpaid/voluntary work or other life experience. It is also important to tell us of these experiences where they are relevant to the job you are applying for.

7. Working Hours (To be completed by Adult Support Workers Only)

Our **Adult Support Workers'** are employed on a 2 week rota. Full time hours are 37.5 per week.

- AM Shift 07:30 - 15:00
- PM Shift 14:00 - 21:30
- Night Shift 21:30 - 07:30

Please Indicate which you can work:	AM	PM	Nights
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			

Do you wish to work part time?	YES/NO	If YES, how many hours per week?	
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8. Supporting Statement

Please relate this to the requirements of the post (see Job Description and Person specification) and cover the following:

- The experience, skills, knowledge and personal qualities which meet each of the essential requirements of the person specification and as many desirable requirements as possible*
- Details of any paid employment, voluntary work, relevant leisure activities, contact with particular groups e.g. vulnerable adults*
- Reasons for applying and the contribution you feel you will make to the post*

9. References

The Trust **MUST** have two satisfactory references in place before confirming employment. Please ensure that your two references cover **at least the last 3 years of your employment**. One of these references **must** be your **present employer and your relevant line manager**. If you are unemployed, this should be your last employer, or if this is your first job, your head-teacher or college tutor. References will not be accepted from relatives or people writing solely in the capacity of a friend.

Please note that the Trust reserves the right to take up references in respect of **any** previous employment paid or unpaid, without further notification to you. References will not be taken up before interview

ENSURE YOUR REFEREES KNOW THAT WE WILL BE CONTACTING THEM AND ALL THEIR DETAILS ARE CORRECT.

Name:		Name:	
Address:		Address:	
Telephone No:		Telephone No:	
Email Address:		Email Address:	
Relationship:		Relationship:	
How long have they known you?		How long have they known you?	
From:	To:	From:	To:
Can we contact your referee prior to interview? (circle as appropriate)		Can we contact your referee prior to interview? (circle as appropriate)	
Yes	No	Yes	No

10. Could you please give details of where you saw this vacancy advertised (Dame Hannahs Website/Friend/Family/Charity Shop/Facebook/Other Social Media/Indeed/Other)

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11. Additional Information

Dame Hannahs have a policy of interviewing applicants with a disability who meet the essential short listing criteria. In order for us to do this, please answer the following:

A disability is defined as 'A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day to day activities'

1. Do you consider yourself to have or have had a disability?

YES

NO

If the answer is YES, are there any reasonable adjustments that need to be made during the recruitment process?

YES

NO

If you answered YES to question 1 please give details:

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2. Are you eligible to work in the UK?

YES

NO

3. Do you require a work permit?

YES

NO

4. Do you have any convictions that are unspent under the Rehabilitation Offenders Act 1974?

YES

NO

If you answered YES to question 4 please give details /dates of offence(s) and sentence:

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4. Enhanced Checks: Are you aware if any Police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this role?

YES

NO

12. Declaration

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not on 'barred list' and am not disqualified from working with vulnerable adults or subject to sanctions imposed by a regulatory body.
- I confirm that I am not living in the same household as another person who is on 'barred list' and/or disqualified from working with vulnerable adults
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the Trust processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the Trust making direct contact with all previous employers where I have worked with vulnerable adults to verify experience, qualifications, and disciplinary offences relating to vulnerable adults, and reason for leaving that position, without further notification.
- I consent to the Trust making direct contact with the people specified as my referees to verify the reference.

Signed :**Date:****If you are selected for interview, please inform us of any dates when you would not be able to attend:****THANK YOU FOR YOUR APPLICATION**

If you wish to confirm that we have received your application, you are welcome to email hrenquiries@discoverhannahs.org . Before emailing please, allow 4 days from the date you applied.

If you haven't heard from us within 3 weeks of the closing date, you should assume that your application has been unsuccessful.