

Application For Employment

Area _____ Full Time Part Time Banking

Private and Confidential

Return this form to: **HR Manager Glen Caring Services 14 Mountjoy Road Omagh, BT797AD**

Position applied for: _____

Title: _____ Forename(s): _____ Surname: _____

Address: _____

Postcode: _____

N.I Number: _____

Telephone Number(s): Landline _____ Work _____ Mobile _____

Email Address: _____

Current Driving Licence? Yes No Expiry Date: _____

Full Access to a Car? Yes No

Are there any restrictions on you taking up employment in the UK? Yes No

If Yes please provide details _____

Are there any restrictions on you taking employment with vulnerable adults? Yes No

If Yes please provide details _____

EDUCATION

Schools/Colleges/University

Name of Institution	Subjects Taken	Qualifications Gained

Any other training: _____

EMPLOYMENT HISTORY (please start with most recent employment)

Name of Employer	Dates Employed	Job Title and Brief Description of Duties	Reason for Leaving

Criminal Records Check:

Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 5(2) of Rehabilitation of Offenders (Northern Ireland) Order 1978, by virtue of The Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979, this means that all spent convictions must be disclosed and will be taken into account in deciding whether to make an appointment. Having a criminal record will not necessarily bar an applicant from working for us.

Due to the job in which you are applying for you are required to submit an Enhanced Barred List check which will be carried out by Access NI. All information received will be kept strictly confidential.

Do you consent to us obtaining all necessary information in connection with this application for employment?

Yes No

Have you ever been convicted of a criminal offence?

Yes No

If yes please give details of this.

References

Names and addresses of 2 referees, one of which must be a previous employer (the most recent when possible), and who are not related to you, who we can approach for a confidential assessment of your suitability for this job.

Name <u>Include Employers Email Address</u>	Address, Postcode and Telephone Number	Position

If for any reason you would prefer we did not approach a previous employer for a reference please tick here.

Because this position involves providing care to vulnerable adults your employment with us is depending on the following:-

- An Enhanced with Barred List check Disclosure being returned and accepted by the company.
- Proof of identity including – Birth Certificate, Passport or driving licence, NI number and a utility bill that has been dated within the past 3 months.
- Two satisfactory written references.
- An accepted explanation for any gaps in your employment.
- Two passport pictures of yourself
- Evidence of physical or mental suitability for your work

Declaration by Applicant

I confirm that all of the information I have provided is correct.

I understand that any false information or deliberate omissions disqualify me from employment or may render me liable to dismissal.

Signed:

Date:



DECLARATION OF HEALTH – CONFIDENTIAL

1. Have you had, or do you suffer from any of the following? (Please tick as appropriate)

	YES	NO	If yes, please give details
Epilepsy			
Tuberculosis, Measles, Mumps or Rubella			
Rheumatic Fever			
Disabling Headache			
Fainting Attacks			
Diabetes			
Kidney Infections			
Asthma			
Postural Deformity (e.g flat feet, back trouble, sclerosis, inability to bend knees)			
Drug Addiction			
Mental illness			
Hearing Defects			
Sight Defects			
Are you physically fit for all manual handling tasks, if no please give details			
Have you been vaccinated/immunised in the past 5 years, if yes please state what for			

2. What other previous illness or injury have you had? (If any operations, please give details.)

3. Would you be interested in availing of an Aids, HIV and Hepatitis vaccination?

Yes No

4. Date of last Chest X-Ray _____

5. Names & Addresses of Family Doctor

I declare that, to the best of my knowledge and belief, the answers I have given are true.

Signature and Address: _____



Monitoring Information Confidential Form

Glen Caring Services is an Equal Opportunities Employer & works in accordance with Fair Employment & Treatment (N.I) Order 1998; we are required to ask you to complete this monitoring form

The information provided in this document will be treated in the strictest of confidence & protected from misuse. It will be used only for the purpose of monitoring our equal opportunity employment policy.

- 1. Please indicate your religion or the religion to which you would be perceived to belong by marking the appropriate category below:

I am a member of the protestant community
I am a member of the Roman Catholic Community
I am a member of neither the Protestant nor Roman Catholic community

- 2. Please indicate your gender by ticking or x marking the appropriate category below:

Female Male

- 3. Date of Birth:

- 4. Please describe your ethnic origin by marking the appropriate category below:

White	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Black African	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other	<input type="checkbox"/>

- 5. The Disability Discrimination Act 1995 defines a person as having a disability if he or she has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities

Do you consider yourself to have such a disability? Yes No

If yes please supply further details
