

Stonehaven Job Application Form

Please ensure that you read and complete **all** sections in this document, ensure you **sign and date the declaration** at the end of this form.

There is no need to attach a C.V.

In the Personal Details area we ask you to provide us with any previous names you may have held (i.e. - maiden name, etc.). We do this because the post you have applied for requires a DBS certificate (Disclosure and Barring Service enhanced disclosure procedure) to be held. We will apply for a DBS certificate on behalf of all successful applicants.

Please note that we are prohibited under the Asylum, Immigration and Nationality Act of 2006 to employ a person who does not have a legal right to work in the UK.

Post Applied for:
If you are applying for a part-time post, please tell us your availability below:



Your Personal Details

Post applied for:
Forename(s):
Surname:
Any previous name(s):
Address:
Postcode:
Telephone: Alternative telephone:
Mobile:
Email:
National Insurance Number:
Do you have the legal right to work in the UK? Yes No
If your answer is 'Yes', but there are conditions, please specify them below:

Safeguarding and Complaints

Have you ever been subject to a safeguarding alleg	gation or investigation?
Yes No No	
Have you ever been referred to the Independent S Barred List?	Safeguarding Authority
Yes No No	
If 'Yes', please provide details:	
Have you ever had any complaints made against y	vou?
Yes No No	
If 'Yes', please provide details:	
Education and Training Please provide details of your education, putting the most recent f	irst including secondary schools
further and higher education, professional qualifications, e-learning ϵ original certificates.	
original certificates.	etc. Please be prepared to provide
original certificates.	etc. Please be prepared to provide
original certificates.	etc. Please be prepared to provide
original certificates.	etc. Please be prepared to provide
original certificates.	etc. Please be prepared to provide
original certificates.	etc. Please be prepared to provide
original certificates.	etc. Please be prepared to provide
original certificates.	etc. Please be prepared to provide
original certificates.	etc. Please be prepared to provide

Employment History

1. Present/previous employer:
Address:
Postcode:
Job title:
Duties
Full time Part time
Date employed from to to
Reason for leaving
No approach will be made to your present employer before an offer of

No approach will be made to your present employer before an offer of employment is made to you.

Please provide a full employment history, including the dates from and to & your reason for leaving.

Dates mm/yyyy	Job Title & Duties	Name & Address of Employer	Reason for Leaving

Details and explanation of any gaps in your employment history
Please tell us why you applied for this job and why you think you are suitable for the position.
Deferences
References
If you have worked with children or vulnerable adults (i.e. health or social care) you must provide a reference from those employers.
1. Present/previous employer:
Address:
Postcode:
Job title:
Duties:
2. Previous employer
Name:
Address:
Postcode:
Job title:
Duties:
Do you consider yourself to have a disability? Yes \[\] No \[\]
Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process
Please tell us if there are any dates when you will not be available for
interview

Employment History - Criminal Convictions

The post you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act under the Rehabilitation of Offenders Act (Exceptions Order) 1975. All previous confictions must be declared. No conviction may be considered spent, too old or too minor to not be included.

Order 1975			
Have you ever law? YES/NO	been convicted	of any criminal	offence by a court o
Have you ever dismissal YES/I		o any form of dis	ciplinary action or
Date	Place	Offence	Sentence
		=	debar you from a condition of any

Signature Date

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STONE HAVEN RESIDENTIAL CARE HOME

117 Main Road, Quadring, Spalding, Lincs. PE11 4PJ Tel. 01775 820 885

FLU VACCINATION
I have had a flu vaccination Yes \(\Boxed{\omega}\) No \(\Boxed{\omega}\) Date:
As a further safeguard for our service users I have no objection to being given the flu vaccine. (Tick to agree)
HEPATITIS B VACCINATION
I have had a hepatitis B Yes No Date: vaccination
As a further safeguard for our service users I have no objection to being given the Hepatitis B vaccine. (Tick to agree)
DECLARATION
I declare that I have answered the above questions fully, honestly and completely. I know of no reason why I should not be suitable for the post applied for or unable to fulfil the roles and responsibilities of the position I have applied for. I understand that any false statement or omission may be sufficeint cause for rejection or, if employed, dismissal.
I understand and agree to work according to the job description of the position for which I am applying.
Name:
Signature:
Date:



Equality and Diversity Monitoring Form

Stonehaven wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation's Human Resources section.

Gender Male \square Female \square Prefer not to say \square	
Are you married or in a civil partnership? Yes \square No \square Prefer not to say \square	
Age 16-24 □ 25-29 □ 30-34 □ 35-39 □ 40-44 □ 45-49 □ 50-54 □ 55-59 □ 60-64 □ 6	65+
What is your sexual orientation?	
Heterosexual \square Gay woman/lesbian \square Gay man \square Bisexual \square Prefer not to say \square	
If other, please write here:	
What is your religion or belief?	
No religion or belief \square Buddhist \square Christian \square Hindu \square Jewish \square Muslim \square Sikh \square	
Prefer not to say \square	
If other religion or belief, please write here:	
What is your current working pattern?	
Full-time \square Part-time \square Prefer not to say \square	
What is your ideal working arrangement?	
Day Shifts \square Night Shifts \square Flexible shifts \square Flexi-time \square Staggered hours \square	
Prefer not to say \square	
If other, please write here:	



What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

perceive you belong. Please tick the appropriate box.
White
English U Welsh U Scottish U Northern Irish U Irish U British U Prefer not to say U
Any other white background, please write here:
Mixed/Multiple Ethnic Groups
White and Black Caribbean \square White and Black African \square White and Asian \square Prefer not to say \square
Any other mixed background, please write here:
Asian/Asian British
Indian \square Pakistani \square Bangladeshi \square Chinese \square Prefer not to say \square
Any other Asian background, please write here:
Black/ African/ Caribbean/ Black British
African Caribbean Prefer not to say
Any other Black/African/Caribbean background, please write here:
Other Ethnic Group
Arab Prefer not to say
Any other ethnic group, please write here:
Do you consider yourself to have a disability or health condition?
Yes
What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

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Employment History continued

Dates mm/yyyy	Job Title & Duties	Name & Address of Employer	Reason for Leaving