

**Application Form**

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| Ref No:­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant No:\_\_\_\_\_\_\_\_\_\_ | |
| Position Applied For: | **Full Time / Part Time / Bank**  **(please circle)** |
| How you heard about this vacancy (please circle)  Job Centre / NI Jobs / Recruit NI / Gumtree / Facebook / Company Website / Other (Please Specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Notes:   * This application form should be returned with the Equality Monitoring form using the relevant contact details on the back page | |

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| PERSONAL DETAILS | | |
| Title: MR / MRS / MISS / MS / OTHER  (please circle) | | |
| First Name: | Surname (Family Name): | |
| Full Address: | | |
| Home Telephone: | Mobile: | |
| E-Mail: | | |
| National Insurance Number: | | |
| Do you hold a valid UK driving licence: | | YES / NO  (please circle) |

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| QUALIFICATIONS  Please give details of educational qualifications | | | |
| Qualification | Subject | Grade |
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| PREVIOUS EMPLOYMENT (Last 5 years)  Commencing with your current or most recent employer | | | | |
| Name and Address of Employer | **Job Title** | **Dates**  **Of Employment** | **Reason for**  **Leaving** |
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| Please provide any additional information in support of your application |
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| REFERENCES  Please provide details of two appropriate referees to whom confidential enquiries may be made. These should preferably be your supervisor / manager or his / her superior in your current (last) job and a similar individual from a previous employment. If without two previous jobs please provide the names of two school or personal referees (who are not related to you). | |
| Referee No. 1 | Referee No. 2 |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| Contact Tel No: | Contact Tel No: |
| Fax No: | Fax No: |
| Email: | Email: |
| Please indicate relationship to you: | Please indicate relationship to you: |

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| OTHER INFORMATION | |
| Are you currently eligible for employment in the UK? | YES / NO  (please circle) |

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| SUITABILITY TO WORK WITH VULNERABLE ADULTS  Your answers to the questions below will be checked via our search with the Disclosure & Barring Service. | | |
| Has your name been referred to the Secretary of State under any of sections 82, 83 and 84 of the Health and Social Care Act 2008 and Regulated Activities – Northern Ireland Social Care Council for inclusion in the list maintained by the Secretary of State of individuals who are unsuitable for work with vulnerable adults (“the List”) | YES / NO  (please circle) | |
| If “yes”, has the Secretary of State: | | |
| Confirmed the inclusion of your name on the list? | | YES / NO  (please circle) |
| Removed your name from the list? | | YES / NO  (please circle) |
| Not yet completed his consideration of referral | | YES / NO  (please circle) |
| Please note that it is a criminal offence for an individual whose name is included on the list to knowingly: Apply for, Offer to do, Accept or Do – Any work in a care position | | |

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| CRIMINAL RECORDS DECLARATION  Government legislation requires all prospective applicants undergo a criminal records check and also an eligibility check to be able to work with vulnerable adults. This includes pending criminal charges, any spent convictions or cautions. | | |
| Have you ever been convicted of any criminal offence or received a caution, reprimand or warning (pending or spent). | YES / NO  (please circle) | |
| If “yes”, please list date / offence. | | |
| Date: | | Offence: |
| It is Macklin Care Homes Policy that any existence of a criminal conviction will not necessarily lead to the withdrawal of a job offer, but the failure to fully and accurately disclose all criminal convictions will lead to the withdrawal of the offer. | | |

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| DECLARATION AND CONSENT TO PROCEED WITH APPLICATION |
| 1. The information provided on this application form will remain confidential and will be used for the purpose of selected recruitment. Where the application is successful the company may, from time to time thereafter, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing whether by means of a computer or otherwise will take place in accordance with the provisions of the Data Protection Act 1984 and 1998. By signing this form, you will be providing the company with your consent to these uses.  2. Our homes are regulated under The Health and Social Care Act 2008 and Regulated Activities – Northern Ireland Social Care Council and other legislation as required to observe and comply with various statutory obligations, The Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003. We are prohibited by law from allowing any new employee to start work in any of our homes before certain information and documents have been obtained, and searches have been carried out, in respect of the employee. Much of this information is requested in this application form, including information that we need in order to make the statutory searches. If you are unable or unwilling to provide any of this information, or if you have reason to believe that the result of any searches will not be satisfactory, you should not proceed with this application.  3. Health and Social Care Act 2008 and Regulated Activities – Northern Ireland Social Care Council and regulations made under that Act stipulate that any offer of employment that we wish to make must be made subject to the following conditions being satisfied and your employment must not commence before the conditions have been satisfied. •Our receipt of two written references satisfactory to us, at least one of which must be from your most recent employer. We are required to explore the reasons for gaps in employment history - where applicable you will be asked to provide an explanation at interview. • Our obtaining a clear search in respect of you from the Disclosure & Barring Service (see section “Criminal Records”). This will include a search against the registers maintained by the Secretary of State under the Health and Social Care Act 2008 and Regulated Activities – Northern Ireland Social Care Council in respect of vulnerable adults (see section “Suitability to work with Vulnerable Adults”) |
| Our obtaining a clear search in respect of you against each of the following registers: |
| • Northern Ireland Social Care Council • Health and Care Professions Council • The NMC Register (if you hold a nursing, midwifery or health visitor qualification) |
| We are also required to obtain and hold copies of the following in respect of you: |
| •Proof of identity, including a recent photograph •Your Birth certificate •Your current passport (if any) •Evidence of your eligibility to work in the UK  •Documentary evidence of any qualifications and professional registrations where applicable |
| Please note that we are under a statutory obligation to disclose certain information about our staff. Your signature on this form constitutes your consent for the purposes of the Data Protection Act 1998 to our proceeding personal data that we hold about you, to the extent required to discharge our legal obligations. |

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| CRIMINAL RECORD |
| Regulations and National Minimum Standards issued under the Health and Social Care Act 2008 and Regulated Activities – Northern Ireland Social Care Council require us to obtain information about any criminal convictions you may have. For this purpose you should note that the job you are applying for is included in the list of exceptions under The Rehabilitation of Offender Act 1974, Exceptions Amendments Order 1986. This means that spent convictions must also be declared by you.  Any job offer we make you will be subject to you declaring all criminal convictions that you have and any criminal charges that are pending. We will check the details of your completed application with the Disclosure & Barring Service. Our search with the Disclosure & Barring Service will also include a search of the list of individuals who are unsuitable for work as care workers with vulnerable adults.  The existence of a criminal conviction will not necessarily lead to the withdrawal of the conditional job offer, but any failure to fully and accurately disclose all criminal convictions will lead to the withdrawal of the offer. |
| EQUALITY ACT 2010 |
| We aim to comply with the requirements of the Equality Act 2010. If you are invited to attend an interview, please let us know in advance if you have a disability that requires any special facilities to be made available to you to attend the interview.  If your application is successful, it will be a condition of the job offer that you complete a medical questionnaire and that we are satisfied from your answers that you can safely perform the job, without risk to you or our residents. If we are in any doubt about any of your responses to the questionnaire we may require you to undergo an examination by a doctor appointed by us or we may require a report from your own GP about your current state of health and suitability for the job. Your signature on, and your submission of this application form constitutes your agreement to the following action if we wish to offer you the job:  • Complete our medical questionnaire • Attend and co-operate in any medical examination we require you to attend with a doctor appointed by us (at our expense) • Instruct your GP to respond to our request for a report about your current state of health and suitability for the job |
| DECLARATION |
| I confirm that the information contained on and supplied with this application is true, complete and not misleading.  I understand that my provision of untrue, incomplete or misleading information on or with this application is gross misconduct and if I am offered and accept the position applied for and at any time in the course of my employment it comes to light that I have provided untrue, incomplete or misleading information on or with this application, I will be subject to the Company’s disciplinary procedure and summary dismissal.  I understand that my signature on this form constitutes my consent for the purpose of the Data Protection Act 1998, as referred to above |

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| I declare to the best of my knowledge, the information on this form is correct. I understand that any false statement may disqualify me from employment or render me liable to dismissal. | |
| Signature: | Date: |

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| CARE HOME CONTACT DETAILS |

Park Manor Care Home Arlington Care Home

6 Thornhill Road 7-9 North Parade

Dunmurry Belfast

Belfast BT7 2GF

BT17 9EJ

[parkmanor@macklingroup.com](mailto:parkmanor@macklingroup.com) [arlington@macklingroup.com](mailto:arlington@macklingroup.com)

Leabank Care Home Ratheane Care Home

1 Beechwood Avenue 58 Mountsandel Road

Ballycastle Coleraine

BT54 6BL BT52 1JF

[leabank@macklingroup.com](mailto:leabank@macklingroup.com) [gdoherty@macklingroup.com](mailto:gdoherty@macklingroup.com)

Milesian Manor Our Lady’s Home

Ballyheifer Road 68 Ard Na Va Road

Magherafelt Belfast

BT45 5DX BT12 6FF

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