



THE
HORDER
CENTRE

THE PATIENT'S CHOICE

APPLICATION FOR EMPLOYMENT

St John's Road, Crowborough, East Sussex TN6 1XP

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National Registered Charity No: 1046624

Equal Opportunities Monitoring

This section will be detached from your application and will be used solely for monitoring purposes.

Post Applied For: _____

Full Time

Part Time

Date of Application: / /

The Horder Centre recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Nationality *Please state*

Ethnic Background:

White:

British

Irish

Any other white background*

Mixed:

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background*

Black or Black British

Caribbean

African

Any other Black background*

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

Chinese or Other Ethnic Group

Chinese

Other Ethnic Group*

**Please specify*

Gender: Male

Female

Date of Birth

Do you consider yourself to have a disability:

Yes No

If Yes, please state nature of disability:

The Disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities"

Are there any adjustments that may be required to be made should you be invited for interview? If so, please state here:

Personal Information

(Confidential)

1. Personal Details

Surname: _____ Forenames: _____ Title: _____

Address: _____

Postcode: _____

Contact details: (Please tick preferred contact detail)

Home address _____

Email address - *please state* _____

Home telephone - *please state* _____

Work telephone - *please state* _____

Mobile - *please state* _____

2. Employment

Position applied for: _____ Pay expected £ _____ per _____

Would you work: Full-time? Yes No Part-time? Yes No

Preferred part-time hours _____

Have you previously worked for us? Yes No If "Yes", when? _____

Have you any relatives working for us? Yes No

If "Yes", please give names and relationship: _____

On what date would you be available for work? _____

Do you hold a current driving licence? Yes No Type of licence? Full / Provisional / LGV / PCV

Do you have any driving convictions? Yes No If "Yes", please give details _____

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes No

If Yes, please provide details: _____

If you are successful in your application, would you require a work permit prior to taking up employment? Yes No

To comply with immigration requirements it will be necessary for us to have sight of your passport. All applicants invited to interview will be requested to bring their passport to the interview, irrespective of answers to the above questions.

Personal Information *continued*

(Confidential)

3. Employment History

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

Employer (Name & Full Address)	Dates to/from	Jobs Held / Key Achievements	Reason for Leaving and final salary

Please continue on a separate sheet if necessary, giving page number and title heading.

Personal Information *continued*

(Confidential)

4. Educational, Technical and Professional Qualifications and Membership		
Schools Attended	Dates from/to	Qualifications Attained and Grades
Colleges/Universities Attended	Dates from/to	Subjects taken and Qualifications Attained
Other training/membership of professional bodies/apprenticeships/special courses etc. <i>include dates where appropriate</i>		
Proof of relevant professional qualifications will be required if you are offered employment.		

5. Personal Development <i>Personal Development (include any courses, voluntary work or responsibilities you consider relevant, with outcomes where applicable).</i>

6. References <i>One reference must be from your current employer and one from your Form/Year/Head Teacher if you are still at school.</i>	
Name: _____	Name: _____
Organisation: _____	Organisation: _____
Position in Organisation: _____ (e.g. Manager/Director/Senior Sister/Head Teacher)	Position in Organisation: _____ (e.g. Manager/Director/Senior Sister/Head Teacher)
Full postal address: _____ _____ _____	Full postal address: _____ _____ _____
Telephone: _____	Telephone: _____
I give/do not give permission to take up my references prior to an offer of employment being made.	

7. Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third parties. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

8. Declaration of Criminal Record

Because of the sensitive nature of the duties the postholder will be expected to undertake, you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

The Declaration Form is enclosed with this application form and should be completed by all applicants.

Applicants shortlisted for interview will be asked to complete a Disclosure application form. A Disclosure is a document containing information held by the police and government departments and will be used to make safer recruitment decisions. Disclosures are provided by the Criminal Records Bureau (CRB), an executive agency of the Home Office.

The Disclosure service offers organisations a means to check the background of job applications to ensure that they do not have a history that would make them unsuitable for posts they are trying to fill.

Disclosures will provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). It might also contain information held by local police forces.

A copy of The Horder Centre's policy on the recruitment of people with a criminal record is enclosed with this application form.

In respect of the Disclosure service, The Horder Centre is committed to abide by the CRB Code of Practice, a copy of which is available on request.

9. Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal. I understand that, in the event of a successful application, I will be required to complete a confidential Pre-Employment Health Questionnaire. I understand too that completion of a Disclosure application form will be sought in the event of me being shortlisted for interview but only processed if I am offered employment.

Signature: _____ Date: _____

How did you hear of this vacancy? Please tick and provide additional information as requested.

Introduced by existing member of staff

Please state name:

Advertisement.

Please state name of newspaper/magazine:

Agency. Please state name:

Other. Please provide details:

POLICY ON THE RECRUITMENT OF EX-OFFENDERS

The Horder Centre 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.

This policy, on the recruitment of ex-offenders, is made available to all 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 will be requested in line with the requirements laid down by the National Care Standards Commission. 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.

All applicants are requested to complete a Declaration of Criminal Record at the time of completion of an Application for Employment form. If the applicant is called for interview, they will be asked to complete a Disclosure application form. This should be handed to the interviewer, in a sealed envelope marked with the applicant's name and the following:

'Private and Confidential. To be opened and processed by the HR & Public Relations Manager only in the event of me being offered employment. If I am not offered employment, this envelope and its contents will be destroyed, unopened.'

If the applicant is successful, and all other recruitment requirements are met satisfactorily, employment may commence prior to receipt of the Disclosure. The status of the employment will be reassessed once this is received.

If the Declaration of Criminal Record indicates the applicant has no record, and upon receipt of the Disclosure this is found to be untrue, the applicant will be dismissed immediately.

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

We guarantee that Disclosure information will only be seen by those who need to see it as part of the recruitment process, and who have had the appropriate clearance from the Criminal Records Bureau.

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.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

DECLARATION OF CRIMINAL RECORD

Because of the sensitive nature of the duties the postholder will be expected to undertake, you are required to disclose details of any criminal record and/or professional investigation against you. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining the position you have applied for.

1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police, in the UK or any other country? (Note that the post you have applied for is exempt from the Rehabilitation of Offenders Act 1974 which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed).

Yes/No

2. Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes/No

3. Are you currently the subject of any investigation or proceedings by any body having regulatory functions in relation to health care professionals including such a regulatory body in another country?

Yes/No

4. Have you ever been disqualified from the practice of a profession or required to practise it subject to specified limitations following a fitness to practise investigation by a regulatory body, in the UK or another country?

Yes/No

If you have answered Yes to any of the above, please give details of offences, penalties and dates.

If you are shortlisted for interview you will be requested to complete a Disclosure application form, which will only be processed should you be offered employment. If this is the case, and upon receipt of the Disclosure report, this Declaration of Criminal Record will be destroyed.

If an offer of employment is made and information subsequently received on the Disclosure report indicates that this declaration is false, your employment could be terminated immediately.

Name: _____

Date: _____

Signature: _____