



Employment Application Form

The Royal Star & Garter Homes



Completing this form

This application form is an important part of the recruitment process. The decision to short-list you for the interview will be based on the information you provide on this form and the Equal Opportunities Form which is an integral part of your application and must be completed. Therefore, you must make sure that you use this opportunity to tell us as much as possible about yourself.

Please follow ALL instructions in each section carefully and tick boxes as appropriate. Write clearly in BLOCK CAPITALS in the space provided. All information that you provide will be treated (subject to the Data Protection Act) in the strictest of confidence and provided by the Human Resources Department only to those authorised to make an offer of employment.

If there is anything on the form that you do not understand or you would like further assistance in completing the form, please contact a member of our Human Resources Department.

NB: If you do not complete some part of this form fully your application is likely to be rejected.

Please continue on a separate sheet if needed.

1 Details of position for which are applying

Position you are applying for

Home you are applying to work at

 Richmond Solihull

Once completed, please return your application form to:

Human Resources Department, The Royal Star & Garter Homes, Richmond Hill, Richmond, Surrey, TW10 6RR

2 Your personal details

Your forenames

Your surname

For the purpose of obtaining references, have you ever been known by another name? If so, please give it here.

Your National Insurance number

Your telephone numbers (please include your dialling code)

Home:
Work:
Mobile:

Your home address

Your e-mail address

Are you legally entitled to work in the UK?

 Yes No

In line with the Asylum and Immigration Act 1996 we have to ask for proof of your right to work in the UK.
Please attach a copy of your visa/work permit.

Have you previously worked for The Royal Star & Garter Homes and in what capacity

 Yes No If yes, Please specify:

Position held: _____ Dates: _____

Reason for leaving: _____

3 Professional registration

Are you registered with a professional body?

If yes, please give the name of the body

 Yes No

Your registration/PIN number

The date of expiry

Are you currently studying for or planning to study for any qualifications? If so, please give details of these.

4 Employment history and work experience of last 10 years

Please include details of all employment, self-employment, part-time, holiday or voluntary work and work experience, in this and other countries where relevant. Please start with the most recent and work backwards to when you left school. If you want to say more about your job or achievements or responsibilities please attach a separate sheet or Your CV in addition to completing this form. This information may be used to obtain references.

Date from	Date to	Organisation name	Job title and main duties	Reason for leaving
/ /	/ /			
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If you have any periods of unemployment, been studying or are returning to work after a break, please specify.

Date from	Date to	Reason for employment gap
/ /	/ /	
/ /	/ /	
/ /	/ /	

7 References

Please give the details of two named referees, one must be your current or last employer and must be from Human Resources or your Department Manager. They should cover a minimum of the last 5 years and your last two jobs.

You are advised to let each person know that you have nominated him or her as a referee. If you do not want us to contact them before you are interviewed or before you have been offered a post, please say so; we will respect your wish and avoid embarrassment to you and them.

If you have not worked at all, or not worked in the last 5 years, please enter in the boxes below the names of 2 people, who are not related to you, who can tell us about your skills and suitability for the post. If unemployed, please provide the address of the Employment Centre at which you are registered.

If you do not specify otherwise in the boxes below, we may write or ring them before we decide whether to make you an offer.

Name

Position

Employer & Address

Telephone Number

May we contact before making you an offer?

Yes

No

Name

Position

Employer & Address

Telephone Number

May we contact before making you an offer?

Yes

No

8 Your declaration

Notes: Data Collection and Use. Personal data is collected from you during the recruitment process, added to upon appointment and during the course of employment. The data is held both in paper form and electronically. It is used for personnel administration and employment monitoring purposes only and fully complies with the 1998 Data Protection Act.

I confirm that the information supplied in this form is true, and understand that if any of the information is found to be false or incomplete, any offer of employment may be withdrawn, or employment with The Royal Star and Garter Home may be terminated.

Signed:

Date

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9 Pre-appointment requirements

The Home aims to operate an Equal Opportunities Policy and welcomes applications for consideration from all members of the community who match the essential requirements for posts, regardless of their race, sex, disability, marital status, religion or criminal convictions.

The Home is a service provider in the Nursing and Care Sector and we are required, under the Care Standards Act 2000, to gather Employment References and Criminal Records Bureau Disclosure from you if you are a successful applicant. The Home is also exempt from the Rehabilitation of Offenders Act 1974 and is therefore able to ask you about convictions during the recruitment process. We aim to follow the Code of Practice set out by ACAS and the Criminal Records Bureau and make recruitment decisions that are objective and based on an applicant's skills and abilities. Therefore, the Home will not require you to provide Criminal Records Bureau Disclosure until an employment offer is made. The Equal Opportunities Form included with this Application Form contains policy and other information that you should find helpful. It must be completed and returned with this form.

Once an offer has been made, the Home will also require you to complete a Pre-Appointment Health Questionnaire. Confirmation of your appointment will, in addition to the above, be dependent upon the successful assessment (subject to the Disability and Discrimination Act) of the information provided in the questionnaire by the Home's Occupational Health Adviser.