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Application For Employment

Please complete this form fully and legibly in **block capitals and black ink** and return it to us prior to the closing date.

The contents will be treated in the strictest confidence.

Position applied for: Date of application:	Ref:
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PERSONAL DETAILS

First Name	Surname
Home Address (including Post Code)	
Post Code:	
Home Tel No (include Std)	Work Tel No (if convenient)
NMC Pin No expiry date or NISCC pin expiry date	Nat. Ins No
E mail address:	Where did you see the vacancy advertised?
Do you hold a current driving licence?	Are you a car owner?
<p>“Do you have any convictions that are not "protected" as defined by the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979, as amended in 2014?” YES/NO</p> <p>A disclosure will be requested in the event of a successful application. A criminal record will not necessarily be a bar to obtaining a position and guidance will be sought in relation to the employment and fair treatment of ex-offenders and the Rehabilitation of Offenders (NI) Order 1978 (NI 27)</p> <p>Fruithill Nursing Home has a policy on the recruitment of persons with convictions which includes guidance on conflict related conviction.</p>	<p>Is there any reason why you cannot work in a regulated activity?</p> <p>A regulated activity is an activity which involves either paid or unpaid individuals working closely or being involved in situations where they will frequently be in contact with vulnerable adults.</p> <p>Yes No</p> <p>AccessNI ‘Code of Practice’ in relation to Criminal Records Checks can be viewed on the following website www.dojni.gov.uk/index/accessni/support/t0mc0qbi.pdf</p>

EDUCATION DETAILS

From	To	Type of school (e.g. Grammar, Secondary, Comprehensive) College / University	Examinations taken and results / Results achieved / degree awarded. Please give dates

Continue on a separate sheet if necessary

RELEVANT TRAINING

Please summarise any training which you have received which you consider would be relevant to this role

DETAILED EMPLOYMENT HISTORY

Please start with your present or most recent employer and work backwards in time. List all jobs with each employer whether paid or unpaid over the past 10 years

From	To	Job Title/ Grade and position
Name and address of employer		
Principal duties, responsibilities and main achievements		
Reason for leaving/ applying to this role		
Current rate of pay		Notice period

From	To	Job Title
Name and address of employer		
Nature of business		
Principal duties, responsibilities and main achievements		
Reason for leaving		

From	To	Job Title/ Grade and position
Name and address of employer		
Principal duties, responsibilities and main achievements		
Reason for leaving/ applying to this role		
Current rate of pay		Notice period

From	To	Job Title/ Grade and position
Name and address of employer		
Principal duties, responsibilities and main achievements		
Reason for leaving/ applying to this role		
Current rate of pay		Notice period

Continue on a separate sheet if necessary

OTHER RELEVANT INFORMATION - Please summarise the specific aspects of your experience which you feel are particularly relevant to this position and record any other information which should be taken into account in considering your application.

PROFESSIONAL MEMBERSHIPS - please indicate any professional Body. Dates of course details and date obtained

LEISURE INTERESTS - briefly summarise any special interests / hobbies

Please explain any gaps in employment

REFERENCES - please provide the name of two previous employers whom we may contact for a reference. At least one must be from your current / most recent employer. References from friends and family are not accepted. Your referees will not be contacted without your consent.

Name:	Name:
Organisation	Organisation
Title and Address:	Title and Address:
Relationship:	Relationship:
Contact telephone number:	Contact telephone number:

I certify that the above information is correct and can be treated as part of any subsequent contract of employment.

Signature

Date:

Declaration and Consent Form

We are committed to safeguarding vulnerable adults and to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered materially relevant to the position applied for.

You have applied for a position that is defined as Regulated Activity under the Safeguarding Vulnerable Groups (NI) Order 2007. It also falls within the definition of an 'excepted' position under the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you **must** tell us about **all** offences and convictions, including those considered 'spent'.

If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the "excepted" nature of the role. If you leave anything out it may affect your application.

This information **will** be verified through an AccessNI **Enhanced Disclosure Check (EDC)** if you are considered to be the preferred candidate and are being offered the position. The EDC will tell us if you have a criminal record or if your name has been included on the Children's Barred List and/or Adults' Barred List. It is to make sure that individuals who are considered a risk to vulnerable adults and/or children are not appointed.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

Please complete the attached form and return it with your application. The form also asks you to give your written consent to the AccessNI EDC and to agree to further enquiries being made relevant to the declaration, which will only be obtained if you are the preferred candidate.

If you do not consent we will not accept your application.

Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances may have changed; and what has been learnt from the experience. Applicants can contact the Northern Ireland Association for the Care and Rehabilitation of Offenders (NIACRO) for more information.

Declaration of Criminal Convictions, Cautions and Bind-Over Orders

In Confidence

Do you have any prosecutions pending? YES NO

Have you ever been convicted at a court or cautioned by the police for any offence? YES NO

If yes, please list below details of all convictions, cautions, or bind-over orders. Give as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter

Declaration of Abuse Investigation(s)

Have you ever been the subject of an Adult or Child Abuse investigation which alleged that you were the perpetrator of any adult or child abuse? **YES NO**

If yes, please list full details below including the name of police unit or HSC Trust involved in the investigation. If possible please provide the approximate date/s.

Declaration and Consent

I declare that the information I have given is complete and accurate. I understand that I will be asked to complete an AccessNI Disclosure Certificate Application Form if I am considered to be the preferred candidate and I consent to the Enhanced Disclosure Check being made, and I agree to inquiries relevant to this declaration.

Signature:

Print Name:

Date:

Any surname previously known by:

Position applied for:

DECLARATIONS Please ensure you sign and date this declaration before returning your application form.

DATA PROTECTION ACT DECLARATION - The information on the application form will be held and processed in accordance with the requirements of the Data Protection Act 1998.

I understand that the information is being used to:

- Process my application for employment;
- Form the basis of a computerised record on the recruitment system for processing and monitoring purposes;
- Form the basis of a manual job file with other application forms and will be used for processing;
- If appointed, form the basis of a manual and computerised employment record.

I declare that the information provided on this form is true and complete to the best of my knowledge and belief. I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed.

Signature _____

Date _____

Please note:

All information received will be dealt with in confidence, consistent with our commitment to safeguard vulnerable adults.

Employee/Applicant Monitoring Questionnaire

MONITORING QUESTIONNAIRE *Private & Confidential*

Ref No:

We are an Equal Opportunities Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box 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

Please indicate whether you are: Female Male

If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on file/application form.

Note: It is a criminal offence under the legislation for a person to “*give false information in connection with the preparation of the monitoring return*”.