

Application For Employment Within Fairways Care Group

Please tick home(s) to which application applies

Ty Cariad Dementia Care Centre
NW Business Park
Cae Eithin
Abergele
LL22 8LJ

Fairways Nursing Home
Treaddur Bay
Anglesey
LL65 2UD

Ceris Newydd & Glyn Menai
Treborth
Bangor
LL57 2RQ

Fairways Newydd Care Centre
Llanfairpwll
Anglesey
LL61 5YR

Surname:

Other Name(s):

Address:

Telephone:

Mobile:

Postcode

Date of Birth:

Email address:
(required)

Are you eligible for employment in the UK?

Here at Fairways we take your privacy seriously and will only use your personal information to administer the terms of your employment. As part of this we need your permission to allow our online training provider to contact you. Please tick here to confirm this permission:

Do you have any physical condition which could limit your ability to perform the particular job for which you are applying? If so, please describe how you would be able to perform the job in spite of it (use an additional sheet of paper if required).

Do you have a current driving licence? YES/NO. Is it clean? YES/NO. If no, give details:

Have you ever been convicted of a criminal offence, *including* any spent convictions under the Rehabilitation of Offenders Act 1974? YES/NO.

EMPLOYMENT

Position applied for:

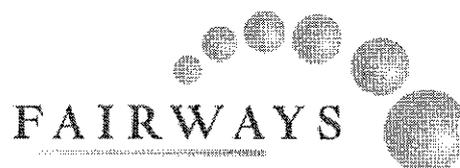
Pay expected: £ per

Would you work full time? YES/NO. If only available part time, please state hours:

Would this be your only job? YES/NO. If no, what other job are you doing?

Have you ever worked for us before? YES/NO. If yes, when?

On what date would you be available for work?



EDUCATION

Schools	From	To	Examination results
College/University	From	To	Courses and Results
Further education and formal training	From	To	Courses and Results

Professional membership and qualifications

Why me?

Please outline the skills and experience you have gained through paid employment and other interests which are relevant to your application for this job. Please take this opportunity to tell us why you, rather than anyone else, should gain this job.

Why me? (cont'd)

Equal Opportunities

Applicants are requested to complete this section to enable the company to monitor its equal opportunities policies. This information is used for no other purpose and will be treated as confidential.

Please tick one box to denote the ethnic group you would say you belong to:

White	<input type="checkbox"/>	Black—other	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black—Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black—African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>		<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>				

EMPLOYMENT HISTORY

List below present and past employment from leaving full time education beginning with your most recent. Please use the continuation sheet if needed. Disclosing any career breaks with a written explanation.

Name & address of company	From		To		Starting salary	Leaving salary	Reason for leaving	Name of supervisor
	M	Yr	M	Yr				
					£ Per	£ Per		
	Describe the work you did:							
Tel								

Name & address of company	From		To		Starting salary	Leaving salary	Reason for leaving	Name of supervisor
	M	Yr	M	Yr				
					£ per	£ Per		
	Describe the work you did:							
Tel								

Name & address of company	From		To		Starting salary	Leaving salary	Reason for leaving	Name of supervisor
	M	Yr	M	Yr				
					£ Per	£ Per		
	Describe the work you did:							
Tel								

I hereby give my permission to contact the employers listed above concerning my prior work experience.

Signed: _____

If there is a particular employer you do not wish us to contact, please indicate which one.

REFERENCES

Please give the names and addresses of two people (not relatives but including one former employer) we could approach for references.

Name:	Name:
Occupation:	Occupation:
Address:	Address:
.....
Post code	Post code
Tel No:	Tel No:
Email address	Email address.....

The facts set forth in this application are, to the best of my knowledge, true and complete.

Signed:..... Date:

Personal Declaration

Please sign below to confirm the following:

"I hereby declare that I do not possess, nor have I ever possessed a criminal conviction. In addition, I have also never been subject to any conditional discharges or cautions.

"As a person working with vulnerable people I recognise that I cannot regard any past criminal conviction as "spent" and therefore now declare that I have no such convictions either past or present.

"I am aware that in the event that this declaration is found to be false my employment could be terminated immediately."

Name: _____

Signed: _____

Dated: _____

(Please note that this position is subject to disclosure. This means that should you be successful at interview, we will need to check with the Criminal Records Bureau before confirming your position.)

Continuation sheet (if needed)

Fairways Care Limited

Medical Declaration

Please tick the appropriate column if you are suffering or have ever suffered from any of the following:

Condition	Yes	No
diabetes		
epilepsy		
Recurrent headaches		
migraine		
High blood pressure		
Back pain or injury		
T.B.		
Mental illness, depression		
Skin conditions		
Any heart condition		

Please give further details if you have ticked 'yes' to any of the above conditions.....
.....
.....
.....

Please list any medication you are currently taking:.....
.....
.....

Please list any surgery you have had, include dates.....
.....
.....

Are you allergic to anything?.....
.....
.....

Please list all absences from work in the past 12 months and give reasons for them.....
.....
.....

Are you registered disabled?.....
If yes, registration number.....

Fairways Care Limited

Medical Declaration

Medical Declaration

I hereby confirm that to the best of my knowledge I am not aware of, or have never been advised of, any reason by way of mental or physical incapacity that may deem that I am not fit to carry out the duties for the position to which this application relates.

Signed:

Dated:

Private & Confidential



Policy Statement on the Recruitment of Ex-Offenders

- As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Fairways Care Ltd and Fairways Newydd Ltd (**The Companies**) comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. They undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
- The Companies are 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.
- We have a written policy on the recruitment of ex-offenders, which is made available to all DBS 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 DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
- Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process, except for certain spent convictions and cautions which are 'protected' so not subject to disclosure to employers and that cannot be taken into account. We request that any information not subject to this filtering is sent under separate, confidential cover, to a designated person within The Companies and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows The Companies to ask questions about your entire criminal record, except for certain spent convictions and cautions which are 'protected' so not subject to disclosure to employers and that cannot be taken into account, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in The Companies who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.