

SEFTON PARK RESIDENTIAL CARE HOME

10, Royal Crescent,
Weston-super-Mare
Somerset BS23 2AX
Tel/fax: 01934 626371.

E-mail: enquiries@sefton-park.com

IN CONFIDENCE

Application for the Post of: _____

(Please read Guidance Notes before completing the application)

Section 1: PERSONAL DETAILS

Surname _____ Title (Mr/Mrs/Miss/Ms/Dr) _____

Forename(s) _____ Previous Surname _____

Address _____ Known As _____

_____ Tel No (Daytime) _____

_____ Tel No (Evenings) _____

Postcode _____ Date Of Birth: _____

National Insurance Number _____ Status (Single/Married) _____

Do you have a full driving licence? Yes No

If so, do you have any penalty points? Please give details:

Do you own/ have access to a car? Yes/No

Section 2:

ACADEMIC AND OTHER QUALIFICATIONS (Proof of relevant qualifications/certificates will be required)

School/College/University	Dates	Qualifications Obtained

Please place an asterisk (*) against qualifications gained by examination

Section 3: PRESENT EMPLOYMENT DETAILS

Name and address of employer: _____

Title of post held: _____

Date appointed _____ Present salary or hourly rate £ _____

Period of Notice required _____

Duties and Responsibilities of Post:

Please indicate below any paid employment you intend to continue in addition to the post that you are applying for: _____

Section 4: PREVIOUS WORKING EXPERIENCE

Please give details of previous posts held, the most recent first:

Employer's Name and Address	Job Title	Principal Duties and Reasons for Leaving	Dates From: To:

Section 5: PERSONAL STATEMENT: (See Guidance notes)

Section 6: HEALTH

Do you have a disability or health problem, which you would like to declare? Yes No

If yes, please give details _____

Have you had any hospital treatment in the last 5 years? Yes No
If yes give details.

Estimated number of day's sickness resulting in absence from work in last 2 years _____

Reasons For Absence:

Section 7

EQUAL OPPORTUNITIES

We are committed to equality of opportunity. It is intended that no job applicant or employee receives less favourable treatment on grounds of race, colour, ethnic origin, age, sex or physical disability, and that no conditions are imposed on such groups, which cannot be justified on work-related grounds.

In order to monitor the effectiveness of our policy all applicants are requested to answer the following questions. This information will be solely used for monitoring purposes and will be separated from your application, upon receipt.

NAME: _____

POST APPLIED FOR: _____

DATE OF APPLICATION: _____

Please indicate ethnic origin from those listed below (please tick):

- 1 White
- 2 Black – Caribbean
- 3 Black – African
- 4 Black – Other
- 5 Indian
- 6 Pakistani
- 7 Bangladeshi
- 8 Chinese
- 9 Other Ethnic Group

Sex: MALE Female

Date of Birth: _____

Age: _____

] I consider myself disabled under the terms of the Disability Discrimination Act 1995 (give brief details).

If you are disabled and called for interview, please let us know in advance if you require any form of assistance so that suitable arrangements can be made.

ALL INFORMATION SUPPLIED WILL BE TREATED IN STRICTEST CONFIDENCE

GUIDANCE NOTES FOR CANDIDATES

COMPLETING THE APPLICATION FORM

The application form plays a key part in deciding whether or not you are invited for interview, so it is important that it is completed as fully and as accurately as possible. The shortlisting panel will decide whom to interview solely on the basis of the information provided in this form measured against the person specification.

You must complete all sections of the form but you do not have to fill all the space given. C.V's will only be considered if they accompany an application form. Only section 5 (personal statement) may be left blank if this section is covered in the C.V.

SALARY

The initial salary for all posts within SEFTON PARK will be based on the requirements of the role and our desire to attract and retain the best possible staff for the job. Each member of our staff will have a review of their salary on an annual basis: normally in February each year.

PERSONAL STATEMENT – EXPERIENCE

This section should include any further details you wish to give in support of your application. This might include an outline of the duties in previous posts that are relevant to the post applied for, management and training courses attended and perhaps any outside interests that may be relevant. Please give an indication of why you are applying for the post.

REFERENCES

You must give names and addresses of two people from whom references may be obtained. It is in your own interest to seek their approval before quoting them as referees. One of these people should be your present or most recent employer and the other one a previous employer or another person who can provide a credible comment on your ability to do the job applied for. Please state the capacity in which this person knows you. School leavers should give the names of their tutors at school or college.

We will only write to your referees if you are invited to attend for a second interview and the reference letter will be sent out at the same time as your interview letter. You should contact your referees and ask them to provide a prompt response to any request for a reference. No offer of employment can be made without two references that are satisfactory to the management.

CLOSING DATE – If stated

Please ensure that you return your application, to the address shown overleaf by the closing date. Applications received after this date will not normally be considered.

SHORTLISTING AND INTERVIEWS

Candidates who have not demonstrated that they meet the job requirements in accordance with the person specification will not be shortlisted for interview. If you are shortlisted you will be invited to attend for an interview.

DATA PROTECTION ACT 1998

The information provided in this application will only be used for recruitment and monitoring purposes. There may be occasions when managers, not involved in the recruitment process for the position you are applying for, request to see applicant details. If you do not want us to forward your details please advise us in writing when you return your application.