



Hamelin Trust

Supporting disabled people

19 Radford Crescent
Billericay
Essex
CM12 0DP

Tel: 01277 653889



Job Application Form

STRICTLY CONFIDENTIAL APPLICATION FOR EMPLOYMENT

As this form will be photocopied please complete it in **BLACK INK** and return to the above address. If necessary, please continue on a separate sheet and attach it to your application.

REF NO & JOB TITLE

Please return this application form by the date indicated on the covering letter or advert

1. Personal Details

Last name:	First name:
Mr/Mrs/Miss/Ms (please state)	Known as:
Previous Surname (If applicable)	
Address:	Telephone (Home):
	Telephone (Mobile):
	Telephone (Business):
	May we with discretion phone you at work?
Post Code:	Email:

2. Present Employment

Job Title:	Present Salary:
Name & Address of Employer:	Present Grade:
	Date of Appointment:
	Period of notice required:
Dates from/to:	

3. Brief description of current duties and where based

14. References

Please give details of three referees below. Two of these should be from your present and/or most recent employer, who is not related to you, and from whom a reference may be obtained. This person is also subject to a CRB check. Please be aware that we may contact one or more of your referees by telephone to check the validity of the reference

	Professional/Work 1	Professional/Work 2	Professional/Work 3
Name:			
Position:			
Address:			
Telephone:			
Email:			
In what capacity do they know you?			

If any of your referees know you by another name please indicate:

15. Your Health

There are no medical questions on our application form. Please see statement in Information Sheet

16. Are you related to a Hamelin Trust employee, service user or Trustee?

Failure to disclose any relationship will disqualify the candidate.

<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state the name of the person and the relationship. Please note, relationship includes blood, lawful or close personal (e.g. partners)
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17. Declaration

I hereby declare that the above statements are true to the best of my knowledge. I understand that any deliberate miss-statement may render me liable to dismissal, if employed.

SIGNATURE		DATE	
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CONFIDENTIAL DECLARATION

REHABILITATION OF OFFENDERS ACT 1974

The nature of the work for which you have applied is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and (Amendments) Order 1986.

Applicants are therefore not entitled to withhold information about convictions, which for other purposes are "spent" under the provisions of the Act.

This means that all criminal convictions must be disclosed.

Any information supplied will remain strictly confidential.

Please note that it is a condition of employment law that any false, misleading or incomplete information supplied below will constitute grounds for dismissal without notice.

All potential Hamelin Trust staff must undergo an enhanced Criminal Records Bureau (CRB) check before an offer of employment can be made.

Statement by Applicant

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE OR BEEN THE SUBJECT OF A CONDITIONAL DISCHARGE, PROBATION ORDER OR PROVISIONAL ORDER?

Yes No

ARE YOU CURRENTLY AWAITING THE OUTCOME OF ANY CRIMINAL INVESTIGATIONS, CHARGES OR PROCEEDINGS?

Yes No

If **YES** please give details and dates.

I have read this form and agree to an enhanced Criminal Disclosure Bureau (CRB) check being made on me.

Signed

Date



Preferred Working Area & Work Pattern Form

Name (in capitals please): _____

Preferred shift patterns:

Days (combination of early & late shifts) Night duty

All post holders are expected to undertake a degree of weekend and Bank Holiday working

Please tick as appropriate

Permanent Full Time
 Relief Part Time

If part time, please state number of hours required _____

- Gowlands** at Sutton Bridge Farm in Rochford provides short break services for young people & adults with learning disabilities who have high support needs either as a result of additional physical disabilities, sensory impairments or because of their complex needs and behaviour that may be challenging.
- Hamelin House** in Billericay provides short break services for children aged of 5 to 18 years who have a range of disabilities and/or challenging behaviour.
- Children's Outreach** working within the local community this service provides flexible care to children with disabilities, offering respite within their own home and allowing them to access a range of activities in the local community with the necessary support from Hamelin Trust staff.
- The Exchange** based in Wickford, is a small resource centre offering a range of activities for adults with learning disabilities, multiple disabilities, complex needs or challenging behaviour. The exchange provides a base from which a range of leisure, educational and recreational activities within the community whilst also providing sessions within the resource centre.
- Community Support** working out of the Exchange, this services meets the needs of individuals by providing flexible services from and within peoples own homes. Facilitating independence for people with learning disabilities to maximise their opportunities within the community.
- The Bungalow** located in Wickford, is a purpose built home offering long term care to 4 adults with profound and multiple disabilities.



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Unit C, Radford Business Centre
Radford Crescent
Billericay
Essex
CM12 0DP

Tel : 01277 653889



Recruitment Monitoring Form

Hamelin Trust is committed to ensuring that applicants are selected for appointment on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in the recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short-listing panel. This section will be detached from your application form prior to short listing.

Name (in CAPITALS) : _____

Gender:

- Male
- Female

Status

- Married
- Divorced
- Separated
- Single

Do you consider that you have a disability as defined by the Disability Discrimination Act 1995?

This means any long-term illness, health problem or disability that limits your daily activities or the work you can do. Please indicate:

- Yes
- No

I would describe my ethnic origin as:

A. White

- British
- Irish
- White other (please specify below)

C. Black or Black British

- African
- Caribbean
- Other black background (please specify below)

B. Mixed Ethnic Background

- White and Asian
- White and Black African
- White and Black Caribbean
- Other mixed (please specify below)

D. Asian or Asian British

- Indian
- Bangladeshi
- Pakistani
- Other Asian background (please specify below)

E. Chinese or other ethnic group

- Chinese
- Any other (please specify below)

Origin: _____

Date of Birth: _____

Where did you see this post advertised? _____

Thank you for your contribution in helping Hamelin Trust work towards equal opportunities for all



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Employment Information Sheet

Hamelin Trust is committed to providing quality services with the help of enthusiastic, committed staff who are appropriately trained and skilled. To support this the Trust provides a comprehensive training programme, which includes induction and core skills training, with encouragement to staff to undertake NVQ's. All staff are supported to develop specialist skills and newly appointed staff are supported in their role by senior staff acting as mentors.

Our Services

Gowlands at Sutton Bridge Farm in Rochford provides short break services for young people & adults with learning disabilities who have high support needs either as a result of additional physical disabilities, sensory impairments or because of their complex needs and behaviour that may be challenging.

Hamelin House in Billericay provides short break services for children aged of 5 to 18 years who have a range of disabilities and/or challenging behaviour.

Children's Outreach working within the local community this service provides flexible care to children with disabilities, offering respite within their own home and allowing them to access a range of activities in the local community with the necessary support from Hamelin Trust staff.

The Exchange based in Wickford, is a small resource centre offering a range of activities for adults with learning disabilities, multiple disabilities, complex needs or challenging behaviour. The exchange provides a base from which a range of leisure, educational and recreational activities within the community whilst also providing sessions within the resource centre.

Community Support working out of the Exchange, this services meets the needs of individuals by providing flexible services from and within peoples own homes. Facilitating independence for people with learning disabilities to maximise their opportunities within the community.

The Bungalow located in Wickford, is a purpose built home offering long term care to 4 adults with profound and multiple disabilities.

Recycle & Re-use Division supporting adults with learning disabilities through a range of social enterprise projects including Furniture Restoration, IT recycling (RevITalise) & horticulture (Roots & Shoots). The R&R division also includes the charity shops and depot helping raise awareness of Hamelin Trust and disabilities whilst also raising funds.

Holidays:	Annual leave entitlement for full-time posts is currently 20 working days plus eight days Bank Holidays or eight days in lieu of Bank Holidays worked. Entitlement for part-time posts is pro-rata and relief staff will be paid an accrued annual leave entitlement depending on hours worked in line with working time directives, which will be paid on a quarterly basis. Additional days are granted dependent on length of Service.
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Sick Pay:	<p>Hamelin Trust is obliged to pay statutory sick pay to employees who have been sick for 4 or more days in a row.</p> <p>In addition to SSP, the Trust operates a voluntary sick pay scheme. The Trust pays employees a top up sum to maintain their basic salary. Eligibility and duration are contained in the Trust's Conditions of Service Documents.</p>
Probationary Period:	Hamelin Trust operates a 6 month probationary period.
Pension:	Membership of the Trust's Pension Scheme is available after a qualifying period. Details will be provided on request after appointment.
Health:	<p>There are no medical questions on the application form. If you would like us to know something about your health, please write a short covering note and send it to us when you return your completed form.</p> <p>Applicants invited to interview will be required to complete a comprehensive medical questionnaire, the contents of which will only be made available to Hamelin Trust's Medical Adviser and Human Resources.</p>
Appointments:	<p>All appointments within the Trust are made subject to:</p> <ul style="list-style-type: none"> • The receipt of 3 satisfactory references, 2 of which must be from your present and/or most recent employer • A satisfactory medical enquiry/examination • The signature of a Rehabilitation of Offender's Act declaration • Satisfactory completion of a Criminal Records Bureau Disclosure • Proof of identity (e.g. passport) • Proof of qualifications, if appropriate • Proof of eligibility to work, if appropriate
CRB Disclosure:	Your post is subject to us receiving a satisfactory enhanced criminal record check ('Disclosure') from the Criminal Records Bureau. Please note that with effect from 2010 staff will be required to register with The Independent Safeguarding Authority.
Notice Period:	During the probationary period your notice period is one week. Once completed your notice period is dependent on grade and length of service. Further details are contained in The Trust's Conditions of Service Documents.
Special Notice:	To minimise administration costs, only applicants short listed will be contacted as soon as possible after the closing date to arrange an interview. Pay award pending for all posts.