



Hamelin Trust

Supporting individuals with disabilities

19 Radford Crescent
Billericay
Essex CM12 0DU
Tel: 01277 653889



Job Application Form

STRICTLY CONFIDENTIAL - APPLICATION FOR EMPLOYMENT

Hamelin Trust has a duty to safeguard and promote the wellbeing of its service users and is committed to doing so. Hamelin Trust expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory enhanced DBS and other safeguarding clearance.

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. If you require assistance completing this form, please don't hesitate to contact us.

REF NO & JOB TITLE

1. Personal Details

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

2. Present/Most recent Employment

_____	_____
Job Title:	_____
Name & Address of Employer:	_____
_____	_____
_____	Period of notice required:
_____	_____
_____	Present Salary:
Dates from/to:	_____
_____	Reason for leaving:
_____	_____

3. Brief description of current duties and address where based

4. Education - please provide full address

Secondary School/College/University	Qualifications	Grades and dates gained

5. Professional Qualifications/Training

Organisation	From	To	Qualifications	Grades

6. Non qualification courses successfully completed & dates (These can be in-house training completed)

Course	Length of Course	Date

7. Membership of Professional Bodies

Body	Membership Status	Since

8. Interest & leisure activities

9. Employment History (please note that we may contact former employers to verify employment history)

Please give details of your complete and continuous employment history from when you left full time education, beginning with your last employer. Please account for any gaps in employment. Please also include any voluntary work undertaken. Please give exact dates below ie month and year

Dates From	To	Employers name & address & nature of business	Address of where based	Job title & description of duties	Reason for leaving	Final salary

10. What are the reasons for applying for this post?

Please demonstrate how much you meet the requirements of the job you are applying for. Refer to your education/qualifications, experience/knowledge and skills/competencies. Give examples where you can (please continue on a separate sheet if necessary)

11. General Information

Do you hold a current full driving licence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you own a car that you can use at work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you need a work permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, do you hold a current permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

12. Source of Application

13. If Appointed

How did you hear of this vacancy? Please identify publication or source:	When could you take up duties?
	Any booked holiday?

14. References (We will not contact these referees prior to interview without your prior consent)

Please give details of three referees below. Two of these should be from your present and/or most recent employers, who must not be related to you, and from whom a reference may be obtained. We will seek information regarding allegations in respect of children or adults. If you have no previous employment, please provide academic/volunteering references. Please be aware that we will contact one or more of your referees by telephone to check the validity of the reference.

	Professional/Work 1	Professional/Work 2	Work 3/ Personal
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. Are you related to, or maintain a close personal relationship with a Hamelin Trust employee, volunteer, 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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16. To minimise administration costs, only applicants short listed will be contacted. Please indicate your best availability, or unavailability for interviews below:

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17. Declaration

Data Protection Act 1988

Hamelin Trust may put the information you give on this form onto a computer system. The information on this form will be held and used by Hamelin Trust in accordance with the provisions of the Data Protection Act 1998 and all relevant subsequent legislation. This information will be held and processed as appropriate and may be used for statistical and business analysis.

I hereby declare that the above statements are true to the best of my knowledge. I understand that providing deliberate false information may lead to rejection of my application, render me liable to dismissal, if employed and maybe referred to the DBS/police.

SIGNATURE		DATE	
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CONFIDENTIAL SELF DISCLOSURE FORM REHABILITATION OF OFFENDERS ACT 1974

Hamelin Trust aims to promote equality of opportunity for all persons and welcomes applications from a wide range of candidates. All applicants are required to complete a Self-disclosure form on application for this job/role.

The position for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974. All “spent” and “unspent” convictions must be declared. Having an “unspent” conviction will not necessarily impede your appointment within Hamelin Trust. This will depend on the circumstances and background to your offence in relation to the position you are applying for. Evaluation of information is based on strict confidentiality and discretion.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers , and cannot be taken into account.

If you are successful with your application, under the provisions of Exceptions Orders to the Rehabilitation of Offenders Act 1974, you will be asked to undertake an Enhanced Disclosure through the Disclosure and Barring Service (DBS). An Enhanced Disclosure will contain information about criminal offences including convictions, cautions, reprimands and warnings. It may detail previous convictions etc. including those usually regarded as “spent” under the Rehabilitation of Offenders Act 1974.

Hamelin Trust has a policy on the recruitment of ex-offenders. A copy is available on request.

Hamelin Trust abides by the DBS Code of Practice. A copy is available on request or can be downloaded at the Gov.uk website

Please complete the attached Statement by Applicant



Hamelin Trust

Supporting individuals with disabilities

Statement by Applicant

Name.....

DO YOU HAVE ANY CONVICTIONS, CAUTIONS, REPRIMANDS OR FINAL WARNINGS THAT ARE NOT "PROTECTED" AS DEFINED BY THE REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 (AS AMENDED IN 2013)

YES NO

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

YES NO

ARE THERE ANY CURRENT OR PENDING INVESTIGATIONS AGAINST YOU? (PLEASE INCLUDE DETAILS OF ALL BUT PARTICULARLY THOSE WHICH RELATE TO CHILDREN'S/VULNERABLE ADULT'S WELFARE AND SAFETY)

YES NO

ARE YOU KNOWN TO ANY SOCIAL SERVICES DEPARTMENT AS BEING AN ACTUAL OR POTENTIAL RISK TO CHILDREN, YOUNG ADULTS OR VULNERABLE ADULTS?

YES NO

HAVE YOU EVER HAD A DISCIPLINARY SANCTION IN RELATION TO A SAFEGUARDING ISSUE

YES NO

HAVE YOU EVER BEEN DISQUALIFIED AS A REGISTERED MANAGER OR ARE YOU DISQUALIFIED VIA ASSOCIATION WITH A DISQUALIFIED PERSON

YES NO

If **YES** to any of the above, please give details and dates.

I have read this form and agree to an enhanced DBS check being made on me.

Signed **Date**

Recruitment Monitoring Form

Hamelin Trust is committed to ensuring that applicants are selected for appointment on the basis of the abilities relevant to the job. Completion of this form is not mandatory but 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
 Single
 Other

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)

B. Mixed Ethnic Background

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

C. Black or Black British

- African
 Caribbean
 Other black background (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? _____



Preferred Working Area & Work Pattern Form

Name (in capitals please): _____

Preferred shift patterns:

- Days
- Night Duty

Please tick appropriate

- Permanent
- Full Time
- Relief
- Part Time (number of hours preferred.....)

Please indicate if you have a preferred area of working:

- Short break services** (Adult and Children Residential, Community and Domiciliary Support)
To include early and late shifts in the short break services and work in the community or client's homes

Gowlands in Rochford provides residential short break and day services for young people and adults with learning disabilities who have high support needs

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

Children's Outreach 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.

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

- Day Opportunities**
To include support within our day service projects and assisting clients in the community

The Exchange based in Billericay, is a resource centre offering a range of activities for adults with learning disabilities and complex multiple disabilities providing a base from which a range of activities within the community can be accessed whilst also providing sessions within the centre.

Day Services in Billericay including furniture & IT Reuse and Recycling and Sew Much Fun projects

Roots & Shoots in Rochford is a horticultural project offering adults with learning disabilities to learn skill in horticulture in a supported thriving environment

- Carer Support Service**
U matter 2! providing flexible support to carers either in a club setting, the community or within a carers own home

- Adults Residential**
To include early and late shifts

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

Application and Employment Information Sheet

Application and Interview	<ul style="list-style-type: none"> • If you require any assistance with the completion of the application form, please contact the HR department who will be able to offer help and support • To minimise administration costs, only applicants short listed will be contacted as soon as possible after the closing date to arrange an interview. • If you feel that you have any medical issues or disabilities that you would like to make us aware of, please provide details in a covering note
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 • Satisfactory Enhanced DBS disclosure • Proof of qualifications, if appropriate • Proof of eligibility to work, if appropriate • Satisfactory completion of the Trust Induction Training • Satisfactory completion a 6 month probationary period.
Notice Period:	<ul style="list-style-type: none"> • During the probationary period your notice period is one week. Once completed your notice period is dependent on grade and length of service.
Holidays:	<ul style="list-style-type: none"> • Annual leave entitlement for full-time posts is currently 28 working days for new starters. • Entitlement for part-time posts is pro-rata and relief staff will be paid an accrued annual leave entitlement depending on hours worked which will be paid on paid in arrears on a quarterly basis. • Additional days are granted dependent on length of Service.
Sick Pay:	<ul style="list-style-type: none"> • Hamelin Trust is obliged to pay statutory sick pay to employees who have been sick for 4 or more days in a row. • 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.
Unsocial Hours:	<ul style="list-style-type: none"> • Staff with care responsibilities will be required to work a mixture of late and early shifts and up to 2 weekends out of 3. • Hamelin Trust pay enhancements to those with direct care responsibility for weekend, Bank Holiday and Night work
Training:	<ul style="list-style-type: none"> • Hamelin Trust offers free Induction and ongoing training and encourages staff to progress their continuous professional development
Pension:	<ul style="list-style-type: none"> • Employees will be subject to statutory auto enrolment regulations