

REF:

Office use only

ST JOHN'S WINCHESTER
JOB APPLICATION FORM

Position Applying For:

Location: St John's Moorside
Almshouses/Office
St John's Hand in Hand

[circle as appropriate]

Please read the following notes carefully before submitting your application form:-

- (a) *St John's Winchester is committed to a comprehensive policy of Equality of Opportunity in employment in which all individuals are treated on the basis of their relevant merits and abilities. The Charity seeks to promote good recruitment and selection practices and to ensure that in all cases the best candidate for the position is appointed.
The Charity is committed to ensuring that all stages of the recruitment process are conducted fairly and effectively.
The Charity operates an Equal Opportunities Policy under which all applications will be given equal treatment regardless of e.g. a candidate's race, gender, age or sexual orientation.*
- (b) *Because the Charity works with frail and vulnerable older people, if selected for interview you will be asked whether you have any prior criminal convictions. This includes 'spent' convictions as the post is exempt from the Rehabilitation of Offenders Act 1974. If you are subsequently successful in your application, you will be asked to sign a declaration as to prior criminal convictions, which will be verified by an enhanced disclosure application to the Disclosure & Barring Service. You will also be checked against the Protection of Vulnerable Adults List operated by the Department of Education and Skills on behalf of the Department of Health. A copy of our Policy on Disclosure of Criminal Records is available on request.*
- (c) **Privacy statement:** *If your application is unsuccessful we will store your application form for no more than 12 months in accordance with our data retention policy. It will then be destroyed. A copy of our Policy on Data Protection is available on request.*
- (d) *Question 3 must give a continuous record of employment and any gap in employment must be explained.*
- (e) *We require completion of the application form even if you are submitting a C.V.*
- (f) *Your references will not be taken up without prior reference to you.*
- (g) *If additional space is required in answering any question then please set this out on a separate sheet of paper.*

On completion of the form please return this to the Chief Executive, St John's Winchester, 32 St John's South, The Broadway, Winchester S023 9LN or via email to: office@stjohnswinchester.co.uk

Question 1			
Education			
Schools (11+)	Study Dates from/to	Qualification and Grade*	Date Obtained
College/ University	Study Dates from/to	Qualification and Grade*	Date Obtained

Question 2

Professional /Technical Qualifications*	Awarding Body	Date Obtained
NVQ Qualifications (<i>Care Vacancies Only</i>)	Awarding Body	Date Obtained

***(Documentary evidence of such qualifications will be required before an offer of employment is confirmed)**

Question 3

Previous employment since leaving school (in chronological order) giving details of levels of responsibility at each stage. Where there is a gap in employment please indicate the dates and the reason for this.

Employment History				
Dates From/To <i>Please show dates in full Day/Month/Year</i>	Employer	Position	Nature of Work	Reason for Leaving
<p>Are there any gaps in your employment history? YES/NO If YES please provide a full explanation. Please use a separate piece of paper if necessary</p>				
<p>Question 4 Current Salary: £</p>				

Question 5

Please state your reasons for applying for this post.

In addition:

From the job description/person specification we are looking for candidates who can demonstrate the competency of 'caring'. Please give an example from your work, study or personal life, which shows kindness, compassion and/or concern for others.

Question 6

Please write here about your personal or professional experience of working with older people who have care needs. (If you are applying for a vacancy at Moorside Nursing Home please provide details of any dementia care experience you may have).

If you have no experience please leave blank

Equality Monitoring Section of Application Form

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Question 7

Personal Information	
Full Name:	Title:
Address:	Date of Birth:
Post Code:	
Home Landline Telephone Number:	Mobile Number:
Email Address:	
Car Driver/Car Owner: YES/NO	

Question 8

Names and addresses of two persons to whom reference may be made (One must be your present/last employer, and where you have previously worked with children or older people one must reflect the last such period of employment).

First Referee	Second Referee
Name:	Name:
Full Address:	Full Address:
Telephone:	Telephone:
Relationship to applicant:	Relationship to applicant:
Can we contact prior to appointment: YES/NO*	Can we contact prior to appointment: YES/NO*

Question 9

Are you related to or a personal friend of any employee or Trustee of St John's Winchester?
YES/NO*

If yes, please state name and relationship:

Question 10

Are you eligible to work in the UK? **YES/NO***

Do you require or currently hold a work permit to work in this country? **YES/NO***

If **YES**, please give details:

***Delete as applicable**

Question 11

Do you have a criminal conviction (**do not include road traffic offences**)? **YES/NO***

If **YES**, please give details:

Question 12

Do you have a disability which will require you to have additional support at interview? **YES/NO***

If **YES**, please give details of how we can support you:

***Delete as applicable**

Question 13

Where did you hear of this job vacancy?

If it was an existing member of staff, please give their name:

Declaration

Please sign and date the declarations below:-

- (a) I declare that the information given by me is, to the best of my knowledge, true and complete.
- (b) I acknowledge that any dishonesty or the giving of incorrect information on purpose, may render this application and any subsequent employment invalid and subject to termination without notice.
- (c) I understand that it may be necessary for the Charity to process information about me which could be regarded as Sensitive Personal Data under the Data Protection Act 1998; and I hereby consent to the processing of such data for the purposes of my application and any subsequent employment with the Charity.

Date **Signed**