

PLEASE TYPE OR USE BLACK INK (CAPITAL LETTERS)

TITLE OF POST TO WHICH APPLICATION REFERS			FULL / PART TIME		
FOR TRAINED STAFF		MR/MRS/MISS _____			
UKCC		SURNAME _____			
PIN _____		FORENAMES _____			
EXP. _____		MAIDEN NAME _____			
DATE _____		DATE OF BIRTH _____		AGE _____	
CLOSING DATE		DEPENDANTS _____			
GENERAL EDUCATION (GCE.etc)	LEVEL	YEAR OBT'D	Professional Qualifications, Degrees, Diplomas, etc. held (*) and year obtained. Please give registration number. Enter below any Management Courses Attended.		
					YEAR
HOME ADDRESS			Please place an asterisk (*) against qualifications gained by examination.		
TEL: HOME					
NEXT OF KIN	QUALIFICATIONS CURRENTLY BEING STUDIED FOR		LEVEL/ PART	EXAM DATE	
WORK ADDRESS					
TEL: HOME	WORK				
NAME & ADDRESS OF PRESENT EMPLOYER		PRESENT POST			FROM
		PRESENT SALARY			SALARY SCALE

P.T.O.

THE APPLICANT IS INVITED TO GIVE HERE ANY ADDITIONAL INFORMATION WHICH APPEARS TO BE RELEVANT, INCLUDING DETAILS OF APPROPRIATE EXPERIENCE AND TRAINING. IF NECESSARY PLEASE CONTINUE ON A SEPARATE SHEET.

Rehabilitation of Offenders Act 1974

Because of the nature of the work for which you are applying, this post 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. Applicants are, therefore, not entitled to with-hold information about convictions which, for other purposes, are "spent" under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Management. Any information given will be completely confidential and will be considered only in relation to any application for positions to which the Order applies.

DOCTOR'S NAME, ADDRESS & TELEPHONE NUMBER

DO YOU HOLD A CURRENT DRIVING LICENCE?

HAVE YOU HAD ANY SERIOUS ILLNESS?

HAVE YOU HAD ANY BACK PROBLEMS?

(If "yes" to either question, please give details)

DISABLEMENT REGISTRATION NUMBER (IF APPROPRIATE)

REFERENCES

A reference is normally sought from an applicant's present employer. Where the current position has been held for less than 18 months a reference will be sought from the most recent previous employer.

Name and Designation of person who will supply employer's reference.

Name and Address of one other referee who may be approached and can be expected to provide credible comment on your ability to do the job on offer.

Please state how you became aware of the invitation to apply for this post

CANDIDATES SELECTED FOR INTERVIEW SHOULD BRING WITH THEM EDUCATIONAL/ PROFESSIONAL QUALIFICATIONS FOR THE PURPOSE OF VERIFICATION.

I understand that appointment, if offered, will be subject to the accuracy of the information I have supplied on this form; and that canvassing, or failure to disclose any relationship to a member or senior offer will disqualify. I also understand that appointment may be dependent upon the result of a medical examination.

Signed.....Date.....

DRUMCONNER EQUAL OPPORTUNITIES MONITORING FORM

EQUAL OPPORTUNITIES IN EMPLOYMENT

Drumconner is an Equal Opportunities Employer. One aim of this policy is to make sure that you and other applicants for jobs are not discriminated against on any of the following grounds:- gender, sexuality, marital status, handicap, religion, creed, colour, race, nationality, ethnic and national origins or social background. The policy also aims to make sure that you are not disadvantaged by job conditions or requirements which are not relevant.

Please complete the monitoring form below. The information contained in it will be used to monitor the Equal Opportunities Policy, and make sure that it is working in practice. This information will be used only for monitoring purposes and will be treated as CONFIDENTIAL. It will only be seen by staff monitoring the Equal Opportunities Policy. The monitoring of job applicants has trades union approval.

If you consider that your application for a job at Drumconner has not been treated fairly, you should write to the General Manager with details of your complaint within three months of hearing the result of your application.

JOB APPLICATIONS MONITORING FORM – PLEASE COMPLETE THE FORM IN FULL

1 SURNAME

2 FIRST NAME(S)

3 MALE FEMALE

4 DATE OF BIRTH

5 POST TITLE (AS ADVERTISED)

6 DEPARTMENT

7 PLEASE INDICATE TO WHICH ETHNIC GROUP YOU BELONG

WHITE BLACK – CARIBBEAN BLACK AFRICAN

BLACK OTHER (GIVE DETAILS)

INDIAN ASIAN CHINESE

ANY OTHER ETHNIC GROUP (PLEASE GIVE DETAILS)

9 Drumconner is an equal opportunity employer, encouraging and welcoming applications from disabled people. Please indicate whether you have any disability in relation to the particular duties of the position applied for, about which you would like us to be informed

10 SINGLE

MARRIED

DIVORCED

WIDOWED

11 DEPENDANTS

SIGNED

DATED

UNIFORM POLICY:

The intention of this policy is to assist ALL staff working in the Home to maintain a good personal appearance, minimise cross infection and to uphold the high standards of Drumconner Homes.

- 1) Uniforms must be cleaned and pressed and worn at all times: Light Blue (Carers`) Wine (Senior Carers`/ Navy RGN`S).**
- 2) Tights or stockings must be worn unless prior permission has been given by the Manager not to.**
- 3) Male staff to wear blue trousers and white tunics. Light Blue Epaulettes (Carers`) Wine (Senior Carers`)/ Navy (RGN`s).**
- 4) Shoes must be Black, low heeled and preferably laced up.**
- 5) Cardigans should be Navy and worn only if absolutely necessary and not when attending Residents`.**
- 6) Long hair must be neat and tidy and tied back.**
- 7) No jewellery is permitted (including body and facial piercing) unless Strictly cleared with the Manager.**

All uniforms are provided by Drumconner Homes and remain their property. When you leave the Company, all uniforms must be returned clean and laundered before final monies are given. If the uniforms are not returned the Company has the right to take a charge from your final monies due.

