A logo for a nursing home

Description automatically generated

**RISEDALE RETIREMENT & NURSING HOMES EMPLOYMENT APPLICATION FORM**

**Please complete all sections of this application form and email or post to:** Adele Hilton, Recruitment

Co-ordinator, Risedale at Abbey Meadow, Duchy Court, Flass Lane, Barrow-in-Furness, Cumbria, LA13 0BF. Email: [recruitment@risedale-carehomes.co.uk](mailto:recruitment@risedale-carehomes.co.uk)

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| Position applied for: |  |

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| Hours of work applied for: ***(Please mark ‘X’ in the appropriate box)*** |

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| Full-Time |  | Part-Time |  | Relief |  | For part-time work, please state preferred number of hours: |  |

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| Where did you hear about this vacancy? |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Surname: |  |  | Previous name(s): | | |  |
| First names: |  |  | Date of birth (optional): | | |  |
|  | | | | | | |
| Address: |  |  | Telephone (home): | |  | |
|  |  | Telephone (mobile): | |  | |
|  |  | Email: |  | | |
| Post code: |  |  |  |  | | |

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| If currently employed, please state length of notice required: |  |
| Do you hold a current, clean driving licence? |  |
| Do you have access to a car? |  |
| Are you related to a member of Risedale staff? (If yes, state who) |  |
| For applicants born outside the UK, please provide your Right to Work Share Code. |  |

**(Qualified nurses only)**

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| NMC Number: |  | Expiry Date: |  |

**VACCINATIONS**

**COVID 19**

We strongly encourage all applicants to get fully vaccinated against Covid 19, however from

15th March 2022 this is no longer a mandatory requirement.

Have you had a Covid 19 vaccination? YES / NO

(If yes, please provide the dates below)

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| --- | --- | --- |
| Covid 19 vaccination – First Dose | Date |  |
| Covid 19 vaccination – Second Dose | Date |  |
| Covid 19 vaccination – Most recent booster | Date |  |

**OTHER VACCINES**

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| Have you had a Flu vaccination? |  | Date: |  |

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| Have you had a Hepatitis B vaccination? \* |  | Date: |  |

*\*General Practitioners recommend all healthcare workers to have this vaccination. This inoculation is free for care sector staff.*

*Risedale Estates Ltd. promotes health and therefore we advise potential employees to consult their own General Practitioner to ensure that immunisations are up to date.*

**PREVIOUS EMPLOYMENT**

The Health & Social Care Act (2008) requires that we have a full employment history and that you inform us of the reason for any gaps. If you have previously been employed with children or vulnerable adults, Risedale will have to contact ALL previous employers to verify your reason for leaving. Please ensure you complete a contact address for any such employer.

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| ***Starting with the most recent,*** please complete a full history of your previous employment since  leaving school |

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| **Place of Employment & Address** | **Job Title**  (Mark ‘X’ in box if this involved working with children or vulnerable adults) | | **Dates** | |
| **From**  **Month/Year** | **To**  **Month/Year** |
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| Reason for leaving: | | | |
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| Reason for leaving: | | | |
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| Reason for leaving: | | | |
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| Reason for leaving: | | | |
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| Reason for leaving: | | | |
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|  |  |  | / | / |
| Reason for leaving: | | | |
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(Please continue on a separate sheet if necessary)

**\*IF THERE ARE ANY GAPS BETWEEN PERIODS OF EMPLOYMENT PLEASE RECORD HERE:**

|  |  |  |
| --- | --- | --- |
| **Date From** | **Date To** | **Reason for Gap** |
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(Continue on a separate sheet if necessary)

**SCHOOL/ACADEMIC/PROFESSIONAL QUALIFICATIONS**

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| --- | --- | --- | --- |
| School/College | Qualification(s) | Grade | Year |
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**REFERENCES**

IMPORTANT – PLEASE READ CAREFULLY: Please give the full names and addresses of two referees who can be contacted. *These must not be relatives or friends.*

If recently employed, one must be your *current* or *last* employer. Please ask your referees for permission prior to sending this form to Risedale. If you have ever worked within the care sector, then we must apply for a reference *in all instances* and the reason you left that employ must be established.

***Referee 1 – Current or last employer***

**Can this person be contacted immediately? YES / NO**

*Note - Should you not wish your current employer to be contacted immediately, please indicate above, and provide a 3rd alternative referee. Your employer will be contacted however, with your consent, prior to employment with Risedale Estates Ltd.*

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| --- | --- |
| Name: |  |
| Company: |  |
| Address: |  |
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| Post code: |  |
| Tel: |  |
| Email: |  |

***Referee 2 Referee 3 - if current employer can’t be contacted.***

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| Name: |  |
| Company: |  |
| Address: |  |
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| Name: |  |
| Company: |  |
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**Additional Information**

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| Please tell us below why you think you should be considered for the position that you have applied for. Please include examples of any relevant training or experience and tell us why you have applied for this position. |
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**POLICY DOCUMENT**

## INFORMATION FOR APPLICANTS RELATING TO THE DISCLOSURE & BARRING SERVICE (DBS)

The government continues to help organisations make safe and informed recruitment decisions. The Disclosure & Barring Service is the process which allows selected organisations to access police records.

Risedale Estates Limited aims to promote equality of opportunity for all with the right mix of talent, skills and potential and we welcome applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

As Risedale meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the DBS, formerly the Criminal Records Bureau, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Risedale will contact the DBS once the interview process is complete and the full process of how to proceed will be explained during interview.

Risedale are a registered body with the DBS and are bound by a specific code of practice; this protects your confidential information by:

1. Observing guidance issued or supported by the DBS.
2. Not unfairly discriminating against the subject of disclosure and a previous conviction will not necessarily preclude employment.
3. Having a written policy on the recruitment of ex-offenders and making this available to staff.
4. Offering the opportunity to discuss disclosure information prior to the withdrawal of the offer of employment.
5. Undertaking to store and protect the information securely. Only authorised persons will have access.

In order to apply for Disclosure, certain identity documents are required; the current acceptable list of documents will be fully explained at interview. Briefly, the procedure can be undertaken using either: Route 1, Route 2 or Route 3 and valid ID, **such as original birth certificate, valid passport, valid driving licence (requires the green counterpart plus photo card), valid Biometric Residence Permit (UK).** Other financial documents are also included on the list e.g. current mortgage statement, current bank statement, credit card statement, P45/P60 etc. If applicants are unable to supply any of the acceptable documents then, in order to establish identity, consent to have fingerprints taken in line with current procedure and attendance at the Police Station is the only option. Candidates must be aware that this will severely delay any offer of employment and we would strongly recommend you ensure you have at least one of the primary identification documents underlined and highlighted in bold above.

Once received, please do not worry if you have something on your DBS certificate, an appointment will be arranged to complete a risk assessment with our Director of Nursing, or someone on her behalf and any actions will be discussed at this time.

### POLICY DOCUMENT EMP 1:3

INFORMATION FOR APPLICANTS RELATING TO DISCLOSURE ISSUE 2

BARBARA JOHNSON

DIRECTOR OF NURSING

# POLICY DOCUMENT

## EMPLOYMENT OF EX-OFFENDERS

### ASSESSMENT OF RISK

Risedale Estates Limited aims to promote equality of opportunity for all with the right mix of talent, skills and potential and we welcome applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

As Risedale meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (2013 and 2020), all applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, even spent convictions will be disclosed.

Risedale will risk assess each applicant individually; the potential risk to vulnerable elderly people will be assessed and employment decisions will be based upon this assessment. The assessment will be undertaken by the Director of Nursing who is a lead counter signatory, the contents of the DBS record will not be disclosed to any other person.

Risedale will not discriminate against ex-offenders and will attempt to be supportive in offering employment opportunities. However, we reserve the right to refuse applicants if potential risk to our frail, vulnerable residents appear high.

The applicant will be given the opportunity to discuss the DBS contents during the risk assessment process.

POLICY DOCUMENT

EMPLOYMENT OF EX-OFFENDERS

ASSESSMENT OF RISK

BARBARA JOHNSON

DIRECTOR OF NURSING

NOVEMBER 2023

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| The information I have provided is true to the best of my knowledge |

|  |  |  |  |
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| **SIGNED:** |  | **DATE:** |  |

*The recruitment process may take several weeks and you should NOT give notice in your current employment until you have received a written offer of employment from Risedale Estates Ltd. Any offer is usually subject to satisfactory references, voluntary shift and disclosure - please do not give notice until the process is complete.*

***THIS POST IS SUBJECT TO DISCLOSURE***

***RISEDALE OPERATES A RESTRICTED SMOKING POLICY***