

 **Registered Charity No: 297496**

**THORNAGE HALL INDEPENDENT LIVING**

**APPLICATION FOR EMPLOYMENT**

Please complete this form electronically for submissions by email or in Black Ink if being completed by hand. Applications must be completed using this form, CV’s will not be accepted. Copies of this application form can be downloaded from our website at [www.thornagehall.co.uk](http://www.thornagehall.co.uk) or by emailing office@thornagehall.co.uk

|  |  |
| --- | --- |
| Post Applied for  | **Day Services Business Manager** |
| 🞎 Full-time (37.5 hrs) 🞎 Part-time (22.5 hrs) 🞎 Weekends 🞎 Other ([please specify  |

**Personal Details**

|  |  |
| --- | --- |
| Title |  |
| Surname/Family Name |  |
| First Name |  |
| Middle Name(s) |  |
| Name in which you are registered with a professional body (if applicable) |  |
| UK National Insurance No |  |
| Address |  |
| Postcode |  |
| Country |  |
| Home Telephone |  |
| Mobile Telephone |  |
| Work Telephone |  |
| Preferred telephone number | 🞎 Home 🞎 Mobile 🞎 Work |
| Email Address |  |
| Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National? | 🞎 Yes 🞎 No |
| If you have answered ‘no’ above, please tell us about your immigration status and right to remain and work in the UK: |
|  |

**Employment History**

Please record below the details of your full employment history beginning with your current or most recent first. Please include relevant unpaid/voluntary experience.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates started and ended (MM/YY) | Employer name and address | Job title (indicate if voluntary) | Brief outline of duties and responsibilities | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

Please add additional employers/information on a separate sheet.

**Education & Professional Qualifications**

|  |
| --- |
| Please provide all relevant training and qualifications, also indicate subjects currently being studied and expected year of qualification. All relevant qualifications disclosed will be subject to a satisfactory check |
| Dates attended | Name and address of Educational establishment | Qualifications and grade/level obtained  | Dates obtained |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Other Training Attended**

|  |
| --- |
| Please give details of any relevant short courses or specialist training |
| Date attended | Duration | Course title/subject covered | Grade/level attained where relevant |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Membership of Professional Bodies/Associations (if appropriate)**

|  |  |  |
| --- | --- | --- |
| Name of professional or technical association/body | Membership status | Membership number |
|  |  |  |
|  |  |  |

**Interests and Community/Voluntary Work**

|  |
| --- |
| Please give details of any interests and hobbies or voluntary/ community based work. Continue on a separate sheet if necessary |
| Dates  | details |
|  |  |
|  |  |

**Supporting Information**

In this section please give your reasons for applying for this post and additional information clearly demonstrating how you match the person specification. This can include relevant skills, knowledge, experience, voluntary activities, training etc.

When completing this section please ensure you make reference to the role dimensions, providing examples and evidence of how you specifically meet Leadership and Management, Supporting Service Users and Tenants, Quality & Compliance and Finances.

|  |
| --- |
| Supporting information (Please continue on additional sheets if necessary). |
| **Leadership and Management****Supporting Service Users and Tenants****Quality and Compliance****Finances** |

**References**

Please give the names of two referees who are able to comment on your suitability as a candidate for this post, but who are not closely related to you.

Referee 1 must be from your present or most recent employer.

If you have not been in employment for a considerable amount of time but have had previous employment, then you should seek one reference from your last known employer and a personal reference from a person of standing within your community e.g. doctor, solicitor, MP etc. Where it is genuinely not possible to obtain references from any of the sources outlined above, then you must provide contact details of two personal acquaintances who would be willing to give a reference. Personal acquaintances must not be related to you or have any financial arrangement with you.

Please note that all reference requests will be followed up and verified.

Referees may be approached prior to interview, unless you indicate otherwise below.

**Referee 1**

|  |  |
| --- | --- |
| Type of Reference | 🞎 Employer 🞎 Educational 🞎 Personal |
| Title |  |
| Surname/Family name |  | First Name |  |
| Relationship |  |
| Employer Name |  |
| Referee Job Title |  |
| Address |  |
| Post Code/ Zip Code |  |
| Telephone |  | Country |  |
| Email |  | Fax |  |
| Can the referee be contacted prior to interview? | 🞎 Yes 🞎 No |

**Referee 2**

|  |  |
| --- | --- |
| Type of Reference | 🞎 Employer 🞎 Educational 🞎 Personal |
| Title |  |
| Surname/Family name |  | First Name |  |
| Relationship |  |
| Employer Name |  |
| Referee Job Title |  |
| Address |  |
| Post Code/ Zip Code |  |
| Telephone |  | Country |  |
| Email |  | Fax |  |
| Can the referee be contacted prior to interview? | 🞎 Yes 🞎 No |

**Relationships**

|  |
| --- |
| If you are related to a trustee, director or employee of Thornage Hall, please state the relationship: |
|  |

 **Arrangements for people with disabilities**

|  |
| --- |
| Thornage Hall is committed to Equal Opportunities and ensuring that people with disabilities receive fair treatment. If you consider yourself to be a person with a disability, please give information about the nature of your disability and also give information about arrangements Thornage Hall might make to give you a fair interview. We may need to contact you for further information.  |
| Do you consider yourself to have a disability as defined by the Equality Act 2010? | [ ]  Yes [ ]  No |
| Nature of disability |  |

**Driving**

|  |
| --- |
| If you do have a Driving Licence, please tell us what type: |
| Full 🞎 Provisional 🞎 Other 🞎 If other, please specify: |
| Car owner: yes 🞎 no 🞎 | Driving Convictions: yes 🞎 no 🞎 | Endorsements: yes 🞎 no 🞎 |
| Please give details of any endorsements or convictions: |

**Rehabilitation of Offenders Act 1974 – Disclosure of convictions/cautions/warnings**

|  |
| --- |
| Criminal records will be taken into account for recruitment purposes, only where the conviction is relevant. 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 1974 (exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986, the Police Act 1997 as amended by Part V of the Protection of Children Act 1999. As a Regulated Activity Provider if you are offered employment into a regulated post, you will be subject to a Disclosure and Barring Service (DBS) record check before your appointment is confirmed. The DBS enhanced disclosure will include details of cautions, reprimands or final warnings, as well as convictions. The fact that conviction/caution(s) may have been reported against you will not necessarily debar you for consideration for appointment. This will depend on the circumstances, background and nature of the offence(s). However, Thornage Hall will not employ anyone in a regulated position who is currently barred, or who is later found to be barred, from working with either children or vulnerable adults.It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence or cautioned and, if so, for what offence(s). This includes offence(s) that may otherwise be considered as ‘spent’. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.  |
| Have you ever been convicted of a criminal offence? | [ ]  Yes [ ]  No |
| **If your answer is “YES”, you must provide further details on a separate sheet. Please attach it to this application form in a separate, sealed envelope marked “Confidential”.** |

|  |
| --- |
| How did you find out about this vacancy? |
|  | [ ]  EDP [ ]  Indeed [ ]  Jobs24 online [ ]  www.thornagehall.co.uk[ ]  Other: |

|  |
| --- |
| Declaration |
| [ ]  | The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by Thornage Hall. Where applicable, I consent that Thornage Hall can seek clarification regarding professional registration details. |
| Signed: |  | Date: |  |
| Print name: |  |  |  |

If this form is completed electronically, the tick in the box and entering your name in the box, is considered to be a statement confirming the accuracy of this application form and taken as an electronic signature.

Please return your form, marked Private and Confidential to:

Amanda Leeds

Executive Assistant

Thornage Hall

Thornage

Holt

NR25 7QH

Or email to aleeds@thornagehall.co.uk

**GDPR JOB CANDIDATE PRIVACY NOTICE**

Thornage Hall (our ‘organisation’) collects a range of data about you during a recruitment process which will include:

* Your name, contact details and address;
* Details of your skills, qualifications, experience and employment history;
* Information regarding your right to work in the UK; and
* Details regarding your current level of remuneration and any work benefit entitlements.

This information will be collected from your application form and/or covering letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal record checks, as applicable.

This data will be stored in an electronic formats, (including email) on our internal IT systems and also in paper form within our People HR System. Your information may be shared internally for recruitment purposes with our Directors, HR and Administration teams strictly for decision making purposes. We do not share your data with any third parties. If your application is unsuccessful we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so, and you are free to withdraw your consent at any time by notifying us in writing.

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during a recruitment process to ensure that we make and keep records of this process. These records allow us to manage the process effectively, assess a candidate’s suitability for employment and decide whom to offer roles too. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

As a data subject, you have a number of rights including access to your data on request, to stop us processing your data on demand, to ask us to delete your data on demand or to change any incorrect or incomplete data we hold on you. If you believe that we have not complied with your rights, you can complain to the Information Commissioner.

Our organisation will not transfer your data outside of the European Economic Area. We will protect your data internally through internal controls and policies to ensure that your data is not lost, accidently destroyed, misused or disclosed, and is not accessed by our employees except in the proper performance of their duties.

We will keep your personal data in this regard for a maximum of six months, unless you withdraw your consent during this timescale. Our recruitment processes are not based on automated decision making and you are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.



Registered charity no 297496

**THORNAGE HALL independent living**

**RECRUITMENT medical questionnaire**

**Personal Details**

| Position applied for |  |
| --- | --- |
| Surname: |  | Forename(s): |  |
| Date of birth: |  | Telephone: |  |
| Address: |  | E-mail: |  |
| GP name: |  | GP address: |  |

**Current Medical History**

| What is your height? |  | What is your weight? |  |
| --- | --- | --- | --- |
| Do you smoke? |  |  |
| What is your average weekly consumption of alcohol (in units)? |  |
| Are you currently taking any prescribed medication? (If yes, provide details.) |  |
| Are you currently under the care of a doctor, consultant or other medical professional? (If yes, provide details.) |  |
| Are you currently suffering from, or have you ever suffered from, any of the illnesses listed below? | **Yes** | **No** | **N/A** | **F/I\*** |
| The effects of an injury |  |  |  |  |
| The effects of surgery |  |  |  |  |
| Heart trouble |  |  |  |  |
| Lung disease |  |  |  |  |
| Stomach/bowel trouble |  |  |  |  |
| Jaundice/hepatitis |  |  |  |  |
| Joint problems/arthritis |  |  |  |  |
| Headaches/migraines |  |  |  |  |
| Diabetes |  |  |  |  |
| Serious allergies |  |  |  |  |
| Severe stress reaction |  |  |  |  |
| High blood pressure |  |  |  |  |

**Previous Medical History**

| Are you currently suffering from, or have you ever suffered from, any of the illnesses listed below?: | **Yes** | **No** | **N/A** | **F/I\*** |
| --- | --- | --- | --- | --- |
| Asthma |  |  |  |  |
| Hernia or rupture |  |  |  |  |
| Kidney/bladder disorder |  |  |  |  |
| Back/neck problems |  |  |  |  |
| Mobility problems |  |  |  |  |
| Fits/blackouts/epilepsy |  |  |  |  |
| Depression/anxiety |  |  |  |  |
| Hearing/sight problems |  |  |  |  |
| Skin problems, including dermatitis or eczema  |  |  |  |  |
| Cancer |  |  |  |  |
| Auto-immune disease |  |  |  |  |
| Neurological disorder |  |  |  |  |
| Do you have any other ongoing physical or mental impairment not already disclosed above which may affect your employment? |  |  |  |  |
| Is there anything else in your medical history or circumstances which might affect your employment?  |  |  |  |  |
| Do you normally enjoy good health? |  |  |  |  |

\* Further information

|  |
| --- |
| If you have answered “yes” to any of the questions in section 2, please give further details and approximate dates where relevant. This is particularly important where you have a qualifying disability under the Equality Act 2010 as it will enable us to identify what, if any, reasonable adjustments can be made. |
|  |
| I hereby declare that the information given is full and true to the best of my knowledge. I understand that if, at a later date, it is discovered that I have knowingly withheld medical information, disciplinary action may be taken against me, which may include dismissal. If I have not yet started employment, my job offer may be withdrawn. |
| Name (print):  |  | Signature: |  |
| Date completed: |  |  |

Note. A copy of this checklist should be retained on file for at least three years.



**Strictly Private and Confidential**

**EQUAL OPPORTUNITIES MONITORING INFORMATION**

**This anonymous form will be separated from your application on receipt and will remain under confidential file within Human Resources. It will not be shown to the selection panel.**

It is a fundamental principle of all Voluntary Norfolk policies that all people are equally valued regardless of their race, colour, nationality, ethnic origin, national origin, religion, belief, gender, marital/civil partner status, sexual orientation, gender reassignment, age, disability, trade union membership and part/fixed-term employment status.

We are committed to eliminating discrimination and to the development of positive practices to promote dignity, equal opportunities, diversity and anti-discriminatory practice in all aspects of employment. Our aim is that our workforce will be representative of all sections of society and that every employee feels respected and able to give of their best.

Further information on how we will collect and process your personal data can be found in our *Privacy Statement*, which is available on our website [www.thornagehall.co.uk/privacy](http://www.thornagehall.co.uk/privacy)

To help us ensure candidates are selected and treated on the basis of merit and abilities and that no unfair or unlawful discrimination takes place, please complete the form below.

|  |  |
| --- | --- |
| Post applied for |  |

|  |  |
| --- | --- |
| How did you hear about this vacancy? |  |

|  |  |  |
| --- | --- | --- |
| **Gender** |  | **Marital Status** |
|  | Male |  |  | Single |
|  | Female |  |  | Married |
|  | Prefer not to say |  |  | Civil Partnership |
|  |  |  |  |  |
|  |  |  |  | Separated |
|  |  |  |  | Divorced |
|  |  |  |  | Other – *please specify:* ……………………… |
|  |  |  |  | Prefer not to say |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Date of birth |  |

|  |  |
| --- | --- |
| Country of birth |  |

|  |  |
| --- | --- |
| Nationality |  |

|  |
| --- |
| **Disability** |
| The Equality Act 2010 defines a disability as *‘a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.’* |
| According to this definition, do you consider yourself to have a disability?  |
|  | Yes |  |  | No |  | Prefer not to say |
|  |  |  |  |  |  |  |
| Please provide additional information as you consider appropriate  |
|  |  |
| **Sexual Orientation**  |
|  | Bisexual |  | Heterosexual/Straight |
|  | Homosexual |  | Prefer not to say |
|  | Other – *please specify* ……………………... |  |
|  |  |  |

|  |
| --- |
| **Religion and Belief** |
| Please indicate the religion/belief that describes you best*This list is not meant to be exhaustive, so please specify if your religion/belief is not listed* |
|  | Buddhist |  | Christian |
|  | Hindu |  | Jew |
|  | Muslim |  | Sikh |
|  | Noreligion/belief |  | Prefer not to say |
|  | Other religion/belief – *please specify: …………………………* |  |
|  |  |  |

|  |
| --- |
| **Ethnic Origin** |
| Ethnic origin questions are not about nationality, place of birth or citizenship. They are concerned with colour and broad ethnic group. UK citizens can belong to any of the groups indicated. **Please indicate the ethnic origin that describes you best** |
| *This list is not exhaustive, so please specify if your ethnic origin is not listed.* |
| **White** | **Asian or Asian British** | **Mixed Heritage** |
|  | British |  | Indian |  | White & Black Caribbean |
|  | English |  | Pakistani |  | White & Black African |
|  | Scottish |  | Bangladeshi |  | White & Asian |
|  | Welsh |  | Other Asian Origin |  | Other Mixed Origin |
|  | Irish |  | *please specify:* |  | *please specify:* |
|  | Italian |  | ……………………….. |  |  | …………………………… |  |
|  | Portuguese |  |  |  |  |
|  | Other White Origin |  | **Black or Black British** | **Other Ethnic Groups** |
|  | *please specify:* |  | Caribbean |  | Chinese |
|  | …………………… |  |  | African |  | Japanese |
|  |  | Other Black Origin |  | Other Ethnic Group |
|  |  | *please specify:* |  |  | *please specify:* |  |
|  |  | *………………………..* |  |  | *…………………………….* |  |
|  |