

**COMPLETE ALL SECTIONS
FULLY, OTHERWISE THE
APPLICATION WILL BE
AUTOMATICALLY
REJECTED**

EMPLOYMENT APPLICATION FORM

POSITION APPLIED FOR:									
<i>Please complete this Application Form in BLOCK CAPITALS in black or blue ink</i>									
PERSONAL DETAILS									
Title	Surname			Forename(s)					
Address						Post Code			
Telephone		Home			Mobile				
Email Address									
Date of Birth			Place of Birth			Nationality			
National Insurance No				Time at Current Address					
HEALTH & DISABILITIES									
Do you have any disabilities which may be relevant to this Job Application?						YES		NO	
<i>If YES, please describe them</i>									
Are you Registered Disabled?		YES	NO	RDP Number					
Overall State of Health		Excellent	Good	Poor	Comments				
Hearing		Excellent	Good	Poor	Comments				
Eyesight		Excellent	Good	Poor	Comments				
How many days absence have you had from work in the last three years?									
Are you currently on medication (excluding contraceptives)?						YES		NO	
<i>If YES, please give further details</i>									
Have you spent time in hospital in the last three years?						YES		NO	
<i>If YES, please give further details</i>									
Do you suffer from any injury, illness, medical condition or allergy that might affect your ability to perform your duties?								YES	NO
<i>If YES, please give further details</i>									
Have you had treatment for any condition relating to the abuse or mis-use of drugs or alcohol within the last 5 years?								YES	NO
<i>If YES, please give further details</i>									
If required are you prepared to undergo a medical examination?						YES		NO	
Data Protection Notice: The company requires certain information prior to you commencing employment, to ensure you will be able to perform the requirements of the job and give reliable service and to ensure compliance with relevant Health and Safety regulations. The information is also required in order to establish whether any reasonable adjustments may need to be made to assist you in performing your duties, in accordance with the Equality Act 2010. The information you provide will be treated in the strictest confidence and used only for the purpose detailed above in compliance with the Data Protection Act 2018 (DPA 2018).									
Name of GP									
Address of GP				Tel No:					
DRIVING RECORD									
Do you hold a current Driving Licence						YES		NO	
<i>If YES, please list any endorsements</i>									

EDUCATION & PROFESSIONAL TRAINING *(from year 11)*

Name of Education Centre <i>(school, college etc)</i>	From	To	Qualifications <i>(Subjects and Results)</i>

Please state any other training you have attended relevant to the position you have applied for *(Please provide certificates)*

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Membership of Professional Organisation / Trade Union

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LEISURE ACTIVITIES

Please provide brief details of your hobbies, sports and other leisure pastimes in which you participate

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Do you speak or read a foreign language?

YES

NO

If YES, please give further details

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REHABILITATION OF OFFENDERS ACT 1974

Through the 1975 Exemptions Order of the Rehabilitation of Offenders Act, 1974, and by virtue of the nature of the post for which you are applying, we are obliged, as your prospective employers, to ask the following question. Any information supplied by yourself will be remain confidential and considered only in relation to this Job Application:

With the exception of minor motoring offences, have you ever been convicted of any criminal offence by a Court of Law?

YES

NO

If YES please provide brief details of other offence(s) and relevant dates

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EMPLOYMENT HISTORY *(most recent first)*

Name & Address of Current / Last Employer:		Post Held	
		Duties / Responsibilities:	
Telephone			
Start Date		Leave Date	
Reason for Leaving		Salary / Wage Rate	
Name & Address of Employer:		Post Held	
		Duties / Responsibilities:	
Telephone			
Start Date		Leave Date	
Reason for Leaving		Salary / Wage Rate	
Name & Address of Employer:		Post Held	
		Duties / Responsibilities:	
Telephone			
Start Date		Leave Date	
Reason for Leaving		Salary / Wage Rate	
Name & Address of Employer:		Post Held	
		Duties / Responsibilities:	
Telephone			
Start Date		Leave Date	
Reason for Leaving		Salary / Wage Rate	

If required, you may add additional information using A4 white paper and black ink.

We require employment history since education, please explain any gaps in employment below

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SUPPORTING INFORMATION / ADDITIONAL INFORMATION

Please include any skills and experience you have acquired that can support this application whether within working environment or outside. If required, you may add additional information using A4 white paper and black ink.

EMPLOYMENT INFORMATION

Job Flexibility – Prepared to Work	FULL TIME	PART TIME
If you are offered this position, is there any other work that you will continue elsewhere?	YES	NO
<i>If YES, please give further details</i>		
Available to take up employment from		
Are you related to any employee of this organisation?	YES	NO
<i>If YES, please give further details</i>		
Have you applied for any other post in this organisation in the last year?	YES	NO
I may wish to work more than 48 hours per week?	YES	NO
Have you ever had a verbal or written warning from any employer?	YES	NO
<i>If YES, please give further details</i>		
Have you ever been dismissed from any employer?	YES	NO
<i>If YES, please give further details</i>		

REFERENCES

Please provide details of 2 referees who we may approach with regards to this Job Application. These referees must not be members of your family, and one must be your present or most recent employer. ALL DETAILS MUST BE COMPLETED.

Name		Name	
Position		Position	
Name of Company		Name of Company	
Address		Address	
Telephone No		Telephone No	
Email Address		Email Address	
Length of Time Known		Length of Time Known	
Relationship		Relationship	

DECLARATION

It is understood and agreed that any misrepresentation by me on this application form will be sufficient cause for cancellation of this application and/or termination from the employer’s service if I am employed. I give the employer the right to investigate all of the references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

Applicant Signature		Date	
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Please return completed application from to:

The Manager, Yarborough Care Home, 30-34 Yarborough Road, Grimsby, DN34 4DG

Email it to: Home@GrimsbyCare.com | Tel: 01472 355 791 | Fax: 01472 356 359

If you do not hear from us within 2 weeks of sending a completed form, please consider your application may have been unsuccessful.

EQUAL OPPORTUNITIES MONITORING FORM

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

Please complete this form and return it with your application. The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file.

Thank you for your assistance.

POSITION APPLIED FOR:

Where did you hear about this job (please tick)?

Newspaper (please specify)	<input type="checkbox"/>	Recruitment company	<input type="checkbox"/>
Company website	<input type="checkbox"/>	Other website (please specify)	<input type="checkbox"/>
Friend	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

Gender: What is your gender (please tick)?

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	If you are undergoing gender reassignment, please use the gender you identify with.	

Gender Identity: Do you identify as transgender/transsexual?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		

Ethnic Group: How would you describe your nationality and/or ethnicity (please tick)?

A: White:		B: Mixed Race		C: Asian or Asian British	
British – English, Scottish or Welsh	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Other White background	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
		Other Mixed background	<input type="checkbox"/>	Other Asian Background	<input type="checkbox"/>
D: Black or Black British:		E: Chinese or other groups:			
Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
African	<input type="checkbox"/>	Other ethnic group	<input type="checkbox"/>		
Other Black background	<input type="checkbox"/>				

Age: What is your age (please tick)

16-17	<input type="checkbox"/>	18-21	<input type="checkbox"/>	22-30	<input type="checkbox"/>	31-40	<input type="checkbox"/>	41-50	<input type="checkbox"/>
51-60	<input type="checkbox"/>	61-65	<input type="checkbox"/>	66-70	<input type="checkbox"/>	71+	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

Sexual Orientation: How would you describe your sexual orientation (please tick)?

Heterosexual/straight	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Gay man	<input type="checkbox"/>	Gay woman/lesbian	<input type="checkbox"/>	Other	<input type="checkbox"/>

If you are lesbian, gay or bisexual, are you open about your sexual orientation?			
	Yes	Partially	No
At home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With your manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At work generally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or Belief: Please describe your religion or other strongly-held belief.			
I would describe my religion or belief as			
I have no particular religion or belief	<input type="checkbox"/>		
Prefer not to say	<input type="checkbox"/>		
Disability			
The Equality Act 2010 defines a disability as a “physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities”. An effect is long-term if it has lasted, or is likely to last more than 12 months.			
Do you consider that you have a disability under the Equality Act (please tick)?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Used to have a disability but have now recovered	<input type="checkbox"/>	Don’t know	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		

JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, Yarborough House collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

Yarborough House collects a range of information about you.

This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the UK.

Yarborough House may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so. Data will be stored in a range of different places, including on your application record, in employee management systems and on other IT systems (including email).

Why does Yarborough House process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Yarborough House has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Yarborough House may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Yarborough House may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of senior management and interviewers involved in the recruitment process.

We will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

How does Yarborough House protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does Yarborough House keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your application form whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your employee file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where Yarborough House is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Marion Bourn at home@grimsbycare.com.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Yarborough House during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

I acknowledge that I received a copy of Yarborough House’s Privacy Notice and that I have read and understood it.	
Name	
Signature	
Date	

End of Document