

Application for Employment at Nazareth Care Ireland CLG, T/A Nazareth House Care Village

PRIVATE AND CONFIDENTIAL

Advert/Job ref no. Closing Date:

Position applied for:

How did you hear of this vacancy? (include date)

A. PERSONAL PARTICULARS

Mr / Ms / Mrs / Miss PRINT YOUR FULL NAME IN BLOCK CAPITALS BELOW:	
Address:	Telephone Number (including STD Code)
	Home:
	Mobile:
	Business:
	Tick box if you DO NOT want to be contacted at work. <input style="width: 80px; height: 20px;" type="checkbox"/>
e-mail address:	Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview.
N.I. Number:	Do you have the right to work in the United Kingdom? Yes/No

B. EDUCATION AND QUALIFICATIONS

QUALIFICATIONS: Please give details of examinations attempted and results (including any examinations failed)

Name(s) and Address(es) of School(s)/College(s)	Dates		Subject/Courses Studied & Level	Examination Result/ Grade (include any examinations failed)
	From	To		

FURTHER AND HIGHER EDUCATION: Please give details of all further and higher education since leaving school including training courses and details of qualifications.

University/College/ Institute Attended	Dates		Subjects Studied Type of Training	Qualifications Obtained
	From	To		

D. SUPPLEMENTARY INFORMATION

Please give details of any experience, skill or achievements which you feel may be relevant in your application for employment. (Continue on separate sheet if necessary).

Do you have any disabilities which may affect your application? If yes, are there any reasonable adjustment, which you feel should be made to the recruitment process to assist you in your application for the job?	Yes / No
Are you prepared to complete a Pre-employment Questionnaire before interview and if necessary, undergo a medical examination prior to employment?	Yes / No
Holidays: Please give dates of any holidays arranged	
Are you currently subject to any contractual restraints in your current/future employment? If Yes, please give further information:	Yes / No
Do you have any commitments which might limit your working hours? If Yes, please give details:	Yes / No
Are you willing to work overtime and weekends when required?	Yes / No
Is there any reason why you cannot work in Regulated Activity – if Yes please disclose details.	Yes / No
<u>DBS Check</u> (Disclosure & Barring Service) Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974? (Exceptions) Order 1975 (as amended in 2013) by SI 2103 1198, specifically in the UK or anywhere else in the world?	Yes / No
I understand that Nazareth Care Village will verify the above declaration in the UK by requesting a Disclosure from either the Disclosure and Barring Service (England, Wales and NI) or in relation to anywhere else in the world, checks will be verified as appropriate.	
Salary Range Expected per annum £	or hourly rate £
How much notice are you required to give to leave your present employment?	
Have you worked for us before? If Yes, give details of reason for leaving:	Yes / No
Please list your interests, sports, hobbies, etc.	
Do you have a current full driving licence? Does your licence have any current endorsements? If Yes, please give further information:	Yes / No Yes / No

E. REFERENCES

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must normally be a previous employer).

Can we approach your present/most recent employer? Yes / No

(Tick in box if you DO NOT wish your employer to be contacted before an offer of employment is made)

Name, Position, Address & Postcode	Name, Position, Address & Postcode
Tel No email	Tel No email

DECLARATION OF APPLICANT

I confirm that the above information is correct:

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

I confirm along with this Application Pack I have received a) NHCV Policy Statement on the Recruitment of Ex-offenders and/or People with Conflict related Convictions, and b) Policy Statement regards Access NI Disclosure information and storage.

Having a criminal record will not necessarily debar you from working with Nazareth House Care Village. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a Disclosure Certificate or provided directly to us by the police.

I confirm that I am aware of the existence of the Access NI Codes of Practice and Privacy Notice and a copy will be made available to me on request at NHCV or I can access on line at www.dojni.gov.uk/accessni.

I confirm I am not on the Vulnerable Adults Barring List and there is no reason why I cannot work in Regulated Activity within Nazareth House Care Village.

Signed _____ Dated: _____

FOR OFFICE USE ONLY

INTERVIEW RECORD

Interviewed by:	Date:
Comments/Areas to Examine:	
Decision:	Reject <input type="checkbox"/> Further Interview <input type="checkbox"/> Accept <input type="checkbox"/>
Interviewer's report and reasons for decision:	Rejection letter sent Yes/ No

APPOINTMENT RECORD (To be completed where there has been an offer of employment).

<p>CONDITIONAL OFFER LETTER</p> <p>Date sent:</p> <p>Response:</p> <p>Acceptance / Refusal / No reply</p>	<p>REQUESTS FOR REFERENCES</p> <p>Date sent:</p> <p>Response:</p> <p>Good / Satisfactory / No Reply / Suspect / Unsuitable</p>
<p>MEDICAL/MEDICAL REPORT</p> <p>Date sent:</p> <p>Response:</p> <p>Good / Satisfactory / Suspect / Unsuitable</p>	<p>RIGHT TO WORK IN U.K.</p> <p>Appropriate documentary evidence checked as per Access NI ID.</p> <p>Signed: _____</p>
<p>Starting Date ____/____/____</p> <p>Starting Salary: £</p> <p>Pension Category: Eligible / Non-Eligible / Worker with qualifying earnings</p>	<p>This person's conditional offer of appointment was Confirmed / Withdrawn as a result of a DBS check with Access NI completed on ____/____/____ by _____</p> <p>Registered Body Copy No _____</p>

PLEASE RETURN COMPLETED APPLICATION FORM TO:

HR Department,
Nazareth House Care Village
516 Ravenhill Road
Belfast
BT6 0BW
Tel: 02890 690600
E: accounts.belfastuk@nazarethcare.com

WE WILL BE UNABLE TO PROCESS APPLICATION FORMS WITHOUT GENERAL DATA PROTECTION REGULATIONS (GDPR) CONSENT ON THE LAST PAGE SIGNED. YOUR APPLICATION WILL BE DESTROYED IF THE GDPR CONSENT IS NOT SIGNED.

Introduction

At Nazareth House Care Village, we take your privacy seriously. It is important you know exactly what we do with personal information that you and others provide to us, why we gather it and what it means to you.

Nazareth House Care Village makes protection of your Personal Data a high priority, taking all appropriate measures to ensure your rights and data are protected. The statement below sets out what information we may keep on you, why we need it and how it is used, stored and destroyed when no longer required. We also set out contact details should you want further information or have any concerns.

This information leaflet is being provided to you in line with our obligations under the General Data Protection Regulation (GDPR) which came into force on the 25th of May 2018. If you are unsure of anything within this information leaflet do not hesitate to discuss this with the Nazareth House Care Village Manager.

The information we collect about you and the legal basis

Information (data) about you is required, to enable us to process your employment application. The lawful basis for processing data is set out in Article 6 of the GDPR.

Information held about you

For us to process your employment application, develop your contract of employment and meet our legislative requirements in a nursing home we are required to hold information on you.

The sort of information we hold includes:

- your application form, references and associated correspondence;
- Documents that confirm your identity and a photograph;
- contact details;
- Records relating to your career history, such as training records and, where appropriate, professional registration details.

Access to Information about you

Access to information contained in your employment application will only be by appropriate people in the nursing home – for example the Managers and administration staff involved in the recruitment process.

We will only disclose information about you and your employment application to third parties if we are legally obliged to do so.

Storage of Information held about you

Appropriate safety measures are in place to ensure only authorised people who require access, can access your information. This includes physical measures such as locking of filing cabinets in a secure area with restricted access and technical measures such as passwords for systems, IT security to stop unauthorised access and encryption, etc.

Retention of information about you

Successful candidate's information will be held under the Nazareth House Care Village GDPR policy guidelines, details of which will be made available upon an offer of employment.

Unsuccessful candidate's information will be held for a period of 2 years from date employment application was received.

On completion of the identified legal period for retention of your records the information will be destroyed by having your records held on paper destroyed, and electronic records erased. If you require any advice about the retention of your information, please discuss this with the Manager of the Nursing Home.

The Data Protection Contact

The Data Protection contact for our nursing home is the Manager of Nazareth House Care Village in the first instance.

Your rights in relation to your personal data

You have certain rights in relation to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you would like to see the information held on you by our Nursing Home or receive a copy of your personal data, please make a Subject Access Request by completing a Subject Access Request Form. You can request this form from the Manager of the Nursing Home.

Should you have a concern about your information or how we manage it please contact the Data Protection Contact above. Should you not be satisfied with our response to your concerns or believe that we have not complied with our data protection obligations you may lodge a complaint with the Information Commissioner's Office.

You also have a right to complain to the Information Commissioner's Office if you feel this is necessary.

The details are as follows:

The Information Commissioner's Office – Northern Ireland
3rd Floor
14 Cromac Place,
Belfast
BT7 2JB

Telephone: 0303 123 1114
Email: ni@ico.org.uk

**GENERAL DATA PROTECTION REGULATION (GDPR)
CONSENT**

I have read and consent to my personal information, as detailed above, being held and utilised by Nazareth House Care Village for the purposes stated.

Signed:

Date:

Name of Applicant:

PLEASE RETURN COMPLETED APPLICATION FORM TO:

**HR Department,
Nazareth House Care Village
516 Ravenhill Road
Belfast
BT6 0BW
Tel: 02890 690600
E: accounts.belfastuk@nazarethcare.com**