

nightingale

in comfort and care

APPLICATION FORM

(Please complete this application in BLOCK CAPITALS and **black** ink)

[It is important that you read the enclosed Job Description and Person Specification before completing this form as it is the first stage of our recruitment and selection process and we want you to provide us with as much relevant information about yourself as possible]

Position Applied for:	Part/ Full Time
This Form Must be Returned No Later Than:	

SECTION ONE: PERSONAL DETAILS

Surname:	Title:	Other Name(s):
Address:	Home or Day Time Telephone Number:	
	Evening Telephone Number:	
	Mobile:	Email:

SECTION TWO: EMPLOYMENT HISTORY

[List all your employment in date order, starting with your current or most recent employer and ending with your first, including any part-time or unpaid work. Please ensure that you explain any gaps in your employment]

Employers Name and Business, Address:	From Month/Year	To Month/Year	Job Title	Reason for Leaving
Current or most recent employer:				
Previous employers:				

SECTION THREE: QUALIFICATIONS AND TRAINING

[Please use this section to list the educational establishments you have attended, from secondary school onward and any qualifications you obtained. Use the separate box to detail any non-qualification courses that you have attended]

School, College or University Attended, give country if not in UK.	From	To	Qualification Obtained	Dates

Non-qualification courses attended, with dates

Languages spoken/written ?

SECTION FOUR: EXPERIENCE

[Use this section to detail the experience you have that would allow you to successfully do the job you have applied for]

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SECTION FIVE: KNOWLEDGE

[Use this section to detail the knowledge you have that would enable you to successfully do the job you have applied for]

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SECTION SIX: SKILLS

[Use this section to detail the skills you have that would allow you to successfully do the job you have applied for]

SECTION SEVEN: SPECIAL CONDITIONS

[Use this section to confirm that you are able to meet any special condition contained in the Person Specification]

SECTION EIGHT: FURTHER INFORMATION

[Use this section to provide us with any further relevant information about yourself]

SECTION NINE: REHABILITATION OF OFFENDERS ACT, 1974

Have you ever been convicted of a criminal offence or cautioned ? Yes/No
If 'Yes', please give full details. Note, you are required to give details of all convictions, including 'spent' convictions. (Declaration subject to the Rehabilitation of Offenders Act, 1974)
Details:

SECTION TEN: VISA /PASSPORT INFORMATION

Do you hold a UK or EEC country passport ? YES/NO **You will be required to bring your passport to interview**
If not, is your Visa one of the following:
Indefinite leave to remain in the UK ? yes/no
Dependent Visa ? yes/no
Student Visa? yes/no
Other _____
You will be required to bring your passport to interview

Do you already hold a Work Permit for the post you currently hold if working in the United Kingdom?
YES/NO If YES, please bring a copy to the interview

SECTION ELEVEN: REFERENCES

Give the names and full addresses of two Referees who can provide an assessment of your suitability for this post. Referees must be from either your current employer, and previous employer. Nightingale reserves the right to approach any previous employer. If you are a student, please provide your college Tutor's details, and one personal reference (**but not provided by a member of your family**)

Name:	Name:
Job Title:	Job Title:
Business Name:	Business Name:
Address:	Address:
Telephone No:	Telephone No
Can we approach this referee before interview? Yes/No	Can we approach this referee before interview? Yes/No

SECTION TWELVE: DECLARATION

[I declare that to the best of my knowledge the foregoing information is correct and agree that Nightingale can approach previous employers for references. I note that should any answers to the questions on this application be found to be false within the knowledge of the candidate, or should there be any omission or suppression of any material fact, the candidate, if appointed, will be liable to be dismissed. If this application is unsigned on submission, Nightingale will assume that the candidate has read, understands and agrees to this declaration]

Signature of applicant:..... Date...../...../.....

On completion this application form should be returned to:-

Personnel Manager,
Nightingale,
105 Nightingale Lane,
London SW12 8NB

Telephone No: 020 8673 3495

Fax No: 020 8675 2258

e-mail info@nightingalehouse.org.uk

Data Protection Act 1984 & 1998

The information contained on this application form will be used by staff of Nightingale to make decisions about your suitability for the post for which you have applied. The information requested is relevant to this purpose and obtained in order for Nightingale to comply with requirements placed on it as a Care Home. Where your application is successful, Nightingale may wish to process this information for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Acts 1984 & 1998.



INVESTOR IN PEOPLE

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Equal Opportunities Monitoring Information

[In order to assist us in monitoring the effectiveness of our striving towards being an equal opportunities employer we would be most grateful if you would complete this form by placing a ✓ in the appropriate boxes or filling in the relevant information]

Name of Applicant:			
Post Applied for:			
Date of Birth		Age	Male/Female

Caring Responsibilities

Are you responsible for caring for a child or children?	
If so, how many?	
Are you responsible for caring for an adult, e.g. parent, grandparent?	
Do you consider yourself to be a lone parent, i.e. without a partner, whether married or not?	

Disability

Do you consider yourself to have a disability?	Yes/No
If "Yes", what is the nature of your disability?	
Are you registered disabled?	Yes/No
If "Yes", what is your registration number?	

Ethnic Origin

Please tick (✓) which you consider to be your ethnic origin?

White	Mixed	Asian or Asian British
<input type="checkbox"/> British	<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"/>	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Any other White background, please state: _____	<input type="checkbox"/> Any other Mixed background please state: _____	<input type="checkbox"/> Any other Asian background please state: _____

Black or Black British	Chinese or other Ethnic group	Nationality
<input type="checkbox"/> Caribbean	<input type="checkbox"/> Chinese	Please state your nationality as stated on your passport
<input type="checkbox"/> African	<input type="checkbox"/> Other Ethnic Group Please state: _____	
<input type="checkbox"/> Any other Black background please state: _____		Nationality: _____

Where did you see or hear of this job?

Data Protection Act, 1994 & 1998

This information is considered to be "sensitive personal data" within the meaning of the Data Protection Act 1998. We collect the information as a means of monitoring the effectiveness of our Equal Opportunities Policy Statement, in which we commit ourselves to not unjustifiably discriminating against applicants. You are not required to provide this information, but it would be extremely helpful if you do as our ability to monitor the effective implementation of our Equal Opportunities Policy will be severely weakened if you do not. In processing the information, it will not be possible for your details to be traced back to you as an individual and therefore your confidentiality will be protected.

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Applicant Information Sheet

Introduction

Nightingale is the largest residential and nursing home for older people in the United Kingdom, caring for nearly three hundred residents from one location. We are a specialist resource for older members of the Jewish community.

History

Nightingale is a registered charity that has been in existence since 1840, having been founded in the East End of London to provide services to older members of the Jewish community. Nightingale moved to its current location in 1907, the original building having been donated by Lord Wandsworth for the use of the charity.

Location

Nightingale is located in South West London, being equidistant between Clapham and Wandsworth Commons.

Transport

Nightingale is within ten minutes walk of either Clapham South Underground Station or Wandsworth Common Mainline Station. Local bus services also operate. Limited parking facilities exist on site, which operate on a “first come, first serve” basis, with very limited on street parking being available in the locality at given times of the day.

Management

The Trustees maintain an overview of the work of Nightingale.

Nightingale is managed on a day-to-day basis by the Chief Executive and Director of Clinical Services together with a team of Heads of Departments.

Staff

Nightingale employs over three hundred staff who work in the following Departments:

- Activities
- Building Services
- Catering
- Finance and Information and Communication Technology
- Fundraising
- Housekeeping
- Nursing
- Occupational Therapy
- Physiotherapy
- Portering
- Residential Services

Nursing employs by far the largest number of staff, including a “bank” of staff who assist by meeting gaps in the roster of permanently employed qualified Nursing and Healthcare Worker staff.

Staff Equal Opportunities

Nightingale is committed to achieving equality of opportunity both in delivering its services and in the employment of people and training of staff.

Dietary Laws

As a home for members of the Jewish community Nightingale complies with the Jewish dietary laws. This means that no foodstuffs, other than fresh fruit, may be brought onto the premises at any time.

Staff Restaurant

A subsidised staff restaurant operates, providing a range of foods, from sandwiches and rolls, salads to soup, main course and dessert at lunchtime. A breakfast service is also available.

Staff Leisure Facilities

There is a fully equipped staff gym, together with rest lounge, TV lounge, and fully equipped staff kitchen and dining area.

No Smoking Policy

Nightingale operates a no-smoking policy and staff are not allowed to smoke anywhere within our premises, except for the designated area located towards the rear staff car park. Smoking is only permitted within authorised break times.

Nightingale
105 Nightingale Lane,
London SW12 8NB
Telephone: 020 8673 3495
Facsimile: 020 8675 2258
e-mail: info@nightingalehouse.org.uk

Registered Charity No. 207316

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Employing People with Criminal Convictions - A Note for Applicants

As a Care Home, Nightingale is required by law to ensure that it only recruits and selects those people who are considered “suitable” for employment with vulnerable adults, in our case older people.

You are required on the job application form to make sure that you declare all convictions and cautions that you have, including “spent” convictions that you are not required to declare for other employment, because we are a Care Home.

In addition and by law we require each and every successful applicant to complete a Criminal Records Bureau Disclosure Declaration Form and once completed, we send this to the Criminal Records Bureau who will then report back to us on whether or not you have convictions and if you have, the number and nature of those convictions.

Nightingale reserves the right that from time to time during your employment, a further police check (CRB) may be required, and your refusal to co-operate would be viewed as a breach of your contract.

Your name will also be checked against the POVA (Protection Of Vulnerable Adults) register to ensure that you have not previously been either dismissed or subject to investigation regarding any POVA related incidents.

We commit ourselves to not unjustifiably discriminating against applicants with a conviction(s) and will not automatically bar applicants because they do have a conviction(s), although we will not appoint any person who has a conviction(s) that make them “unsuitable” for work with vulnerable people, in accordance with our legal duty.

The process that we follow in assessing whether someone with a conviction(s) is suitable is that we look at:

- The relevance of the conviction(s) revealed to the post applied for
- The seriousness of any offence(s)
- The length of time since the offence(s)
- Whether the applicant has a pattern of offending behaviour
- Whether the applicant’s circumstances have changed since the offending behaviour
- The circumstances surrounding the offence(s)
- The risk to Nightingale and our services users

As an applicant, you need to be aware that if you do have a conviction(s) and do not either disclose the conviction(s) or provide us with full information about the nature or extent of the conviction(s), you face dismissal from any post you are appointed to subject to clearance from the Criminal Records Bureau.

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Declaration of Physical and Mental Fitness for the Purposes of the Work to Be Undertaken

In accordance with the requirements of Regulation 19(5) of *The Care Homes Regulations 2001* (2001, SI No. 3965), I declare that I am physically and mentally fit for the purposes of the work that I have applied to do at Nightingale.

Signed:.....

Full Name: (BLOCK CAPITALS):.....

Dated:.....

N.B. This form must be fully completed and signed and returned together with the application form and other documentation