

St. Monica



TRUST

St Monica Trust
Human Resources

Cote Lane Westbury-on-Trym Bristol BS9 3UN
Tel: 0117 949 4091 (recruitment desk)

CARING
for PEOPLE



Please complete all the sections of the application form in full. Please write clearly in black ink or type. CVs will only be accepted as supplementary information.

Please return the application form by

Position applied for			
How did you find out about the vacancy?			
Are you applying for	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	
	Bank <input type="checkbox"/>	Job share <input type="checkbox"/>	
For office use only			
Vacancy Ref		Applicant No	

PERSONAL DETAILS

Surname	Any Previous Surnames	Forename/s	Title
Address			
Home Telephone Number		Mobile Telephone Number	
E-mail Address		National Insurance Number	
Are you related to a user of the services provided by St. Monica Trust?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have evidence of your entitlement to live and work in the UK?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require a work permit to work in this country?			Yes <input type="checkbox"/> No <input type="checkbox"/>

EDUCATION AND QUALIFICATIONS

General education details, starting with the earliest. (Continue on a separate sheet if necessary.)

School/College/University	Qualification	Grade	Year

Professional/Vocational Training:

College/University	Qualification	Grade	Year

Details of Other Relevant Training:

Location	Course Details	Date

Membership of Professional Organisations:

Name of Organisation	Level of Membership	Date Joined	Membership No./NMC pin

PRESENT OR MOST RECENT EMPLOYMENT

Company Name	Address	
Telephone Number	Nature of Business	
Dates of Employment	Job Title	Salary
Key Duties and Achievements		
Reason for leaving		

PREVIOUS EMPLOYMENT

Please list all other previous employment below, starting with the most recent, and give an explanation of any gaps in your work history (*continue on a separate sheet if necessary*).

Name and Address of Employer	Dates	Job Title	Key Duties and Achievements	Reason for Leaving

GAPS IN EMPLOYMENT OR TRAINING

Please indicate and explain any gaps since first leaving secondary education (*continue on a separate sheet if necessary*).

Date from	Date to	Reason

ADDITIONAL INFORMATION

Please explain why you have applied for this post and how your skills and experience match the requirements detailed in the person specification (*continue on a separate sheet if necessary*).

HEALTH

How many days' sick leave did you take during the last 2 years?

Do you suffer from a disability* or have any long-term health problems which may require adjustments to either the workplace or to the duties detailed in the job description? Disabled applicants who meet all the essential criteria contained in the person specification will automatically be short-listed for interview. Yes No

If yes, please give details, including any arrangements you would like us to make to assist you if called for interview

* A person has a disability if he/she has a physical or mental impairment, which has a substantial or long-term adverse effect on his or her ability to carry out normal day-to-day activities.

REHABILITATION OF OFFENDERS ACT, 1984

Owing to the nature of our work at St Monica Trust, applicants are not entitled under the Rehabilitation of Offenders Act 1984 to withhold information about convictions, which for other purposes are 'spent' under the Act. You must disclose **ALL** criminal convictions, cautions, bindovers or prosecutions pending on this form. Any failure to do so could result in your dismissal from the Trust. All information given will be treated in the strictest confidence. If you have no criminal convictions or cautions please write '**NONE**' below.

Nature of Conviction/s	Date

REFERENCES

Please give details below of two referees. Referee number 1 should be from your current/last employer.

1 Name	2 Name
Address	Address
Telephone Number	Telephone Number
Fax Number	Fax Number
E-mail	E-mail
Occupation	Occupation
Relationship to you	Relationship to you

May we contact your referees prior to an interview? Yes No

If short-listed for interview, please give any days/dates when you would NOT be available:

I declare that the information given above, and in any accompanying documentation is accurate and complete. If any of the statements are untrue or misleading I understand my employment may be terminated. I understand the need for mandatory checks (including Disclosure from the Criminal Records Bureau) in relation to this employment application and give my consent to such checks being undertaken.

By completing and returning this form I understand that St Monica Trust will store and process the data contained within it in accordance with the requirements of its Data Protection Policy and in keeping with the Data Protection Act 1998.

Applicant's Signature Date

Please return this form to: HR Department, St Monica Trust, Cote Lane, Westbury-on-Trym, Bristol, BS9 3UN

St. Monica Trust

EQUAL OPPORTUNITIES MONITORING FORM - STRICTLY CONFIDENTIAL

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, creed, nationality, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our selection criteria and procedures are reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equal opportunity and are encouraged to progress within this organisation.

We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please complete this questionnaire. The questionnaire is for statistical purposes only and **WILL NOT BE SEEN BY THE SELECTION PANEL**. All information will be kept strictly confidential.

The collection of equalities information conforms with employment provisions in the Sex Discrimination Act (1975), Disability Discrimination Act (1995), the Race Relations Act (1976), Employment Equality (Sexual Orientation) Regulations (2003), Employment Equality (Religion or Belief) Regulations (2003) and draft Employment Equalities (Age) Regulations (2006).

I would describe my ethnic origin, nationality and sex as: - *(please tick)*

White - British	<input type="checkbox"/> WB <input type="checkbox"/>	Asian - Pakistani	<input type="checkbox"/> AP <input type="checkbox"/>
White - Irish	<input type="checkbox"/> WI <input type="checkbox"/>	Asian - Bangladeshi	<input type="checkbox"/> AB <input type="checkbox"/>
White - Other <i>*(specify below)</i>	<input type="checkbox"/> WO <input type="checkbox"/>	Asian - Other <i>*(specify below)</i>	<input type="checkbox"/> AO <input type="checkbox"/>
Mixed - White & Black Caribbean	<input type="checkbox"/> WBC <input type="checkbox"/>	Black - Caribbean	<input type="checkbox"/> BC <input type="checkbox"/>
Mixed - White & Black African	<input type="checkbox"/> WBA <input type="checkbox"/>	Black - African	<input type="checkbox"/> BA <input type="checkbox"/>
Mixed - White & Asian	<input type="checkbox"/> WA <input type="checkbox"/>	Black - Other <i>*(specify below)</i>	<input type="checkbox"/> BO <input type="checkbox"/>
Mixed - Other <i>*(specify below)</i>	<input type="checkbox"/> MO <input type="checkbox"/>	Chinese	<input type="checkbox"/> ZC <input type="checkbox"/>
Asian - Indian	<input type="checkbox"/> AI <input type="checkbox"/>	Other <i>*(specify below)</i>	<input type="checkbox"/> ZO <input type="checkbox"/>

**(please specify)*

I would describe my religion as: - *(please tick)*

<input type="checkbox"/> Christian <input type="checkbox"/>	<input type="checkbox"/> Muslim <input type="checkbox"/>	<input type="checkbox"/> Hindu <input type="checkbox"/>	<input type="checkbox"/> Buddhist <input type="checkbox"/>	<input type="checkbox"/> Jewish <input type="checkbox"/>	<input type="checkbox"/> Sikh <input type="checkbox"/>
<input type="checkbox"/> None <input type="checkbox"/>	<input type="checkbox"/> Other * <input type="checkbox"/>	<i>*(please specify)</i>			

Age..... Date of birth

I would describe my sexuality as: - *(please tick)*

<input type="checkbox"/> Bisexual <input type="checkbox"/>	<input type="checkbox"/> Gay <input type="checkbox"/>	<input type="checkbox"/> Heterosexual <input type="checkbox"/>	<input type="checkbox"/> Lesbian <input type="checkbox"/>	<input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/> Prefer not to say <input type="checkbox"/>
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Do you consider yourself to be a disabled person? Yes No

Gender - my sex is: Male Female Transgender

Signed
.....
Name *(print)*
.....

Job title & vacancy reference
.....
Date
.....

Policy Statement on the Employment of Ex-Offenders

1. The provision of the highest quality service, and the protection of St. Monica Trust service users, are the prime considerations in deciding whether or not the organisation will employ a person with previous criminal convictions.
2. The possession of a criminal conviction will not be an automatic bar to employment at St. Monica Trust, except in the case of specific, serious offences, which are perpetrated against children or other vulnerable people.
3. A full consideration will be given to each situation where an ex-offender has applied to work at St. Monica Trust. In each case consideration will be given to the following aspects before deciding whether or not to employ the individual.
 - The nature of the criminal conviction(s).
 - Whether the conviction(s) are relevant to employment in the specific post.
 - The length of time since the offence(s) occurred.
 - Whether the applicant has a pattern of convictions.
 - Whether the applicant's circumstances have changed since the offence was committed.
 - The attitude of the applicant towards the offence(s) committed.
4. St. Monica Trust will carry out criminal checks only when a conditional offer of employment has been made.
5. St. Monica Trust will make every effort to establish that an applicant has declared their true identity, for example, references will be carefully taken up and documentary evidence of their identity, relevant professional qualifications, training certificates etc. will be sought.
6. St. Monica Trust will inform applicants that a criminal record check will be carried out at the stages of application, interview and conditional offer of employment, and every opportunity will be afforded to the applicant to enable them to provide information about any previous criminal convictions. All applicants will be provided with a copy of St. Monica Trust Policy on the Employment of Ex-Offenders.
7. In any case where the information provided by the vetting authority differs from that provided by the individual applicant, a full discussion will be undertaken with the applicant before reaching a decision regarding appointment.
8. All St. Monica Trust staff involved in the recruitment and selection of staff will receive appropriate training in the topics relating to the employment of ex-offenders.
9. Sensitive criminal record information will be kept securely by St. Monica Trust's Department of Human Resources while the judgement is being made, and thereafter will be destroyed.

The Asylum and Immigration Act 1996

Under The Asylum and Immigration Act 1996, it is a criminal offence for St. Monica Trust to employ a person aged 16 years or over, who is subject to immigration control, unless:

1. That person has current and valid permission to be in the UK and that permission does not prevent him/her from taking the job in question.
2. The person comes into a category where such employment is otherwise allowed.

In order to prevent St. Monica Trust committing such an offence, all offers of employment will be conditional upon the successful candidate providing **ONE** item of documentary evidence in support of his/her eligibility to work within the UK from the following list issued by the Home Office. This item must be provided prior to the date of start of the post offered by St. Monica Trust, will be photocopied and held in the employee's personal record.

- An official document, issued from a previous employer, Inland Revenue or Benefits Agency, containing National Insurance Number of the person named.
- A British passport, or passport showing the right of abode in the UK.
- A certificate of registration or naturalisation as a British citizen.
- A birth certificate, issued in the UK or Republic of Ireland.
- A passport or travel document issued by a European Economic Area country (which is evidence of citizenship of that country).
- A passport or other travel document/letter from the Home Office endorsed to show that the person named is exempt from immigration control, has indefinite leave to enter or remain in the UK, has no time limit on their stay, or indicates their right to work within the UK.