



## PALLOTTINE MISSIONARY SISTERS

Post Applied for:

Post Number:

### APPLICATION FORM

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

#### INFORMATION FOR APPLICANTS

Please read the following notes to assist in completing your application.

The decision to shortlist will be based on the information you provide on your form. If there is anything you do not understand, please do not hesitate to contact us.

#### Information in support of your application

Every post advertised is supported by a full job description and person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed. Applicants should demonstrate they meet all the essential criteria in their application form and at the interview. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them, preferably by giving specific examples. When completing these sections, it is important to include any work undertaken on a voluntary basis, particularly if you have not been in employment before. Do not forget the skills and experience you have gained outside full-time work. If you have been out of paid employment for a long time or have never been employed, your job history may be less important than some of the responsibilities and experience you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time or be active in a trade union. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do a job.

**References** In all cases we require two employment references, one of which must be from your current or most recent employer. These must be completed by your previous manager/ supervisor or the human resources department. If you have not been employed or can only provide one employment reference, you are required to provide alternative character references, e.g. teachers, lecturers or anyone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. In such a case, please state in what capacity you know the person. Preferred character referees are those operating in a professional capacity. Relatives by blood or marriage or the relatives of your partner are not appropriate character referees.

**Disability** We welcome applications from people with disabilities. If you require any special arrangements, to enable you to attend an interview, please ensure you complete the 'Special Provisions' section on our application form.





## PALLOTTINE MISSIONARY SISTERS

### Guaranteed Interview Scheme

If you consider yourself to have a disability, you may be eligible for the Guaranteed Interview Scheme.

If this is the case, please complete the necessary section within this form.

### Rehabilitation of Offenders

Pallottine Missionary Sister's welcome applications from all people who consider that they are able to fulfil the job role that is being recruited to. You will be required to disclose 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 2013/1198, prior to your interview. This information will be risk assessed in relation to the post that you have applied for. Failure to disclose this information may result in an offer of employment being withdrawn or if you have been employed may result in dismissal or disciplinary action. Our policy statement on the recruitment of offenders is available on request.

### Disclosure and Barring Service Check

This section refers to the Disclosure and Barring Service (DBS) check. A DBS check will be carried out for successful applicants and will apply to all eligible positions. Further information regarding the disclosure scheme can be found at [www.gov.uk](http://www.gov.uk)

This website also contains details of the DBS Code of Practice, which the Pallottine Missionary Sisters adheres to.

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### Health

You are not required to complete the absence query or the medical questionnaire, however we will be asking for this information from previous employers. We do this is to help us make informed decisions on your health and wellbeing when seeking employment with us and to ensure you have any assistance or special arrangements needed if you are successful in your application.





## PALLOTTINE MISSIONARY SISTERS

### Section 1 Personal details

Title:		Last Name:	
First Names:			

Address:	

Postcode:	
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Home Telephone Number:	
Mobile Telephone Number:	

E-mail address:	
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National Insurance Number:									
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Are you eligible to work in the UK?	Yes	No
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Do you hold a full UK driving licence?	Yes	No
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If yes, you will need to verify your Licence:
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Please state current Salary Package including benefits & holidays:
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## PALLOTTINE MISSIONARY SISTERS

### Section 3 Health

Number of days absent in the last 2 years:	
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Please state number of times in the last 2 years:	
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Are you registered disabled?	YES NO
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<p>If yes, please provide your disability number and details: Guaranteed Interview Scheme If you consider yourself to have a disability, you may be eligible for the Guaranteed Interview Scheme. If this is the case, please complete the necessary section below.</p>
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### GUARANTEED INTERVIEW SCHEME

<p>We are an equal opportunities employer and welcome applications from people with disabilities. Park Mount Care Home is committed to the employment and career development of people with disabilities.</p> <p>To demonstrate our commitment, we use the Positive About Disabled People symbol which is awarded by Job Centre Plus. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the essential criteria of the enclosed person specification for the job they are applying for. What do we mean by disability? This means you must have, or have had in the past, a physical or mental impairment which has had a substantial long-term adverse effect on your ability to carry out normal day to day activities.</p> <p>This includes sensory impairments, people who have had a disability in the past, even though they are no longer disabled, people whose disability is likely to last for twelve months or the rest of their life, and people whose condition is likely to progress or recur. Severe disfigurement is also acknowledged as a disability. You do not have to be registered as a disabled person to apply under the scheme.</p> <p>How do I apply? Simply complete the declaration below. If you need any help completing this, please let us know. Please note that the box below should only be completed if you want to apply under the Guaranteed Interview Scheme.</p>
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### Declaration

<p>I consider myself to have a disability and I would like to apply under the Guaranteed Interview Scheme.</p> <p>Name</p>
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## PALLOTTINE MISSIONARY SISTERS

Signature

Date

Advert Ref No

If you require any special provisions at interview or we need to take account of any disability (e.g. if you are a wheelchair user and the interviews need to be held on the ground floor or with ramp access) please let us know below:





## PALLOTTINE MISSIONARY SISTERS

### Section 4 Education

Date From	Date To	Name of School	Examinations taken and Qualifications Gained (Specify Grades)





## PALLOTTINE MISSIONARY SISTERS

### Section 5 Employment Record

Please list chronologically, starting with current or last employer

Most Recent Employer Name and Address	Date From	Date To	Job Title	Reason for Leaving





## PALLOTTINE MISSIONARY SISTERS

Employment Gaps Reason	From Month/Year	To Month/Year







## PALLOTTINE MISSIONARY SISTERS

### Section 6 Personal Attributes

**Use this section to add any further information which directly relates to your suitability for this position**





## PALLOTTINE MISSIONARY SISTERS

### Section 7 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please state clearly your reasons why.

Reference 1		Reference 2					
Name:	<input type="text"/>	Name:	<input type="text"/>				
Their Position (job title):	<input type="text"/>	Their Position (job title):	<input type="text"/>				
Work Relationship:	<input type="text"/>	Work Relationship:	<input type="text"/>				
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>				
Dates Employed:	<table border="1"><tr><td>From:</td><td>To:</td></tr></table>	From:	To:	Dates Employed:	<table border="1"><tr><td>From:</td><td>To:</td></tr></table>	From:	To:
From:	To:						
From:	To:						
Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
Postcode	<input type="text"/>	Postcode	<input type="text"/>				
Telephone N <sup>o</sup> :	<input type="text"/>	Telephone N <sup>o</sup> :	<input type="text"/>				
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>				

**Please note that we reserve the right to approach any of your previous employers for references**





## PALLOTTINE MISSIONARY SISTERS

### Right to Work in the UK

You are required to provide evidence of the above details at your interview by bringing with you:

- Proof of eligibility to work in the UK (Passport / Birth Certificate etc)
- Driving License
- N.I. Number
- Official Letter not more than three months old.

Please detail the documentation that you can produce to confirm your eligibility to work in the UK.

Under the Asylum and Immigration Act 1996 and subsequent amendments to this Act, we must check to ensure that all applicants are legally entitled to work in this country. Therefore, we shall require you to produce documentation to confirm your eligibility to work in the United Kingdom.

### Disclosure and Barring Service Check

Do you hold a current enhanced DBS ?	If yes Date and Number
Date	Number

### Section 8 Declaration

I confirm that the information provided in this application and within my Curriculum Vitae is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK satisfactory references and a current enhanced DB. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

Signed:

Date:

The Pallottine Missionary Sisters undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. After initial assessment, The Pallottine Missionary Sisters may keep your details on file pending suitable opportunities that may arise in the future. Please indicate to us by ticking the box if you do not wish us to hold your details.





## PALLOTTINE MISSIONARY SISTERS

### Section 9

#### EQUAL OPPORTUNITIES EMPLOYMENT MONITORING FORM

Pallottine Missionary Sisters are committed to a policy of equal opportunity in employment. Pallottine Missionary Sisters recognises that through prejudice and lack of awareness, unequal treatment exists, based on various factors. We would be grateful, if you would complete and return this form with your application, in order to help us to monitor our performance. This form is not used for selection purposes and is for statistical monitoring only. The information supplied on this form will be kept confidential within the human resources service. You do not have to complete this form, but any information given will be very helpful in assisting us to monitor our equal opportunity policy. If you prefer not to include your name, or complete any or all sections, this is acceptable

Signed:

Dated:

AGE 16-17  18-21  22-30  31-40  41-50  51-60  61-65  66-70  71+

**This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.**

**Application for the post of:**

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented please COMPLETE THIS SECTION OF THE APPLICATION FORM.

#### SEXUAL ORIENTATION

How would you describe your sexual orientation?

Bisexual Gay man  Gay woman/lesbian  Heterosexual/straight  Other  Prefer not to say

#### 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.

Do you consider that you have a disability under the Equality Act? Yes No

Used to have a disability but have now recovered  Prefer not to say Don't know





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### ETHNIC GROUP

Do not wish to declare

#### ASIAN/ASIAN BRITISH

Bangladeshi Chinese  Indian  Pakistani  Other Asian background\*

#### BLACK/AFRICAN/CARIBBEAN/BLACK BRITISH

African Caribbean  Any other Black/African/Caribbean background\*

#### MIXED/MULTIPLE ETHNIC GROUPS

White & Asian White & Black African  White & Black Caribbean  Other mixed background\*

OTHER ETHNIC GROUP Any other Ethnic Group\*

#### WHITE

English, Welsh, Scottish or Northern Irish  Irish  Other White background\*

\*OTHER If you have selected any other background, please specify if you wish

### NATIONALITY

Please provide your nationality

Prefer not to say

### RELIGION OR BELIEF

Please describe your religion or other strongly held belief. I would describe my religion or belief as  
I have no religion or belief  Prefer not to say

For the purpose of compliance with the Data Protection Act, 1998,  
I hereby confirm that by completing this form, I give my consent to The Pallottine Missionary Sisters to process the data supplied on this form for the purposes of equal opportunities monitoring.

Please check box to consent





## PALLOTTINE MISSIONARY SISTERS

### **POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS**

As a charity using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, The Pallottine Missionary Sisters complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

The Pallottine Missionary Sisters are committed to the fair treatment of its staff, potential staff and users of its services, regardless of race, sex, religion or belief, sexual orientation, gender reassignment, marriage and civil partnership and caring status, pregnancy and maternity, age, disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

We select all candidates for interview based on their skills, qualifications and experience.

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, applicants will be asked to disclose 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 2013/1198, if they are shortlisted for interview.

We request that this information is sent under separate, confidential cover, to a designated person within the charity and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in the charity who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

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 2013/1198 will be risk assessed in relation to the post applied for. Failure to disclose the aforementioned information may lead to withdrawal of an offer of employment or if employed, disciplinary action or dismissal.

We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment, unless we are prevented from doing so by law.

Having a criminal record will not necessarily exclude you from working with us.

This will depend on the nature of the position and the circumstances and background of your offences.

