**PLEASE ENSURE YOU HAVE:**

1. **Attached the front cover sheet and stated the position you are applying for and the reference number;**

1. **Signed the Declaration (Page8);**

1. **Completed the Equal Opportunities Monitoring Questionnaire (page 10).**

# ROSEMOUNT HOUSE LIMITED

**JOB**

**APPLICATION FORM**

***STRICTLY CONFIDENTIAL***

Rosemount House Limited is committed to pursuing equal opportunities for all. This means that we treat all applicants and employees fairly irrespective of political opinion, religion, sex, sexual orientation, marital status, age, disability or ethnic origin.

Applying for employment is a very important step and so we ask you to complete this form carefully. This will help us ensure that your application receives full and fair consideration. Please refer to the notes on the inside cover. A curriculum vitae will not be accepted in support of the application for employment.

|  |  |
| --- | --- |
| When completed please return this form by 4.00 pm on date of closing to:    The Manager  Rosemount House Limited  424 Antrim Road  Belfast  BT15 5GA | **Ref No:**    **Title of Position:**    **Location:**    **Hours: 22.5**  **\*Delete as appropriate** |

## NOTES ON COMPLETING YOUR APPLICATION FORM

(Please note CVs are not an acceptable alternative and will not be considered)

Please read these notes carefully. They have been written to help you make the best of your application. The decision to shortlist you for interview will be based entirely on the information you provide on this application form.

1. The Personnel Specification describes the skills, knowledge, experience and professional qualifications which you will need in order to do the job. You must demonstrate that you have these attributes on the appropriate sections of the application form.

1. We are committed to improving employment opportunities for all people with disabilities. Should you require assistance when attending for interview please give brief details on the application form (see Personal Details).

1. Check that you have answered ‘yes’ or ‘no’ to the questions in relation to being a car driver in Section 1 – Personal Details.

1. It is our Policy to seek references for all short-listed candidates. The first referee quoted on the form should be your Line Manager from your present or most recent employer. Referees will be asked to specify the number of occasions/days sickness you have had within the last 2 years. If you have not been employed or have been out of employment for a period of time, you may wish to give the name of anyone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job.

1. Job offers are conditional upon the nature of disclosures revealed by an AccessNI check regarding previous criminal convictions and, if the position falls within the definitions of “Regulated Activity”, whether the Applicant is on the DBS barred list relating to working with vulnerable adults. Previous criminal convictions do not automatically disqualify applicants: please refer to Rosemount’s Policy on the Recruitment and Selection of Ex-offenders, the Code of Practice on Ex-offenders and “Working with Convictions Guide for Employers” at admin@NIACRO.co.uk also available at [www.rosemounthouselimited.org](http://www.rosemounthouselimited.org/) and, for Conflict Related Offences, refer to the Guidance from the OFMDFM.

1. To ensure that our Equal Opportunities Policy is effective all applicants are required to complete the section on `Monitoring Information`. This will be treated as confidential and detached from the form before short-listing.

1. All information from the Recruitment & Selection process, including disclosures from AccesssNI shall not be held for longer than is necessary (usually 90 days) in accordance with Rosemount’s “Disclosure Information on Job Applicants Policy”.

1. When completed, please read through your Application Form carefully, checking for errors or omissions. Check the closing date quoted, and make certain your Application Form is signed and forwarded in plenty of time. **Applications received after the published closing date will not be considered**.

### 9. DATA PROTECTION ACT 1998

Rosemount House Limited complies with the AccessNI Disclosure of Information Policy available at www. AccessNI and is committed to the Data Protection principles as defined in the Data Protection Act 1998 in relation to the way we store and process manual and electronic personal data. All personal information is treated in confidence and accessed only by staff involved in the Recruitment& Selection process e.g. the selection panel.

* We will hold information about you to assess you against job-related criteria for the post applied for and to meet our statutory obligations. This will include your application form and any correspondence relating to your application.
* We may wish to retain your details on a waiting list for future vacancies (maximum 12 months duration) and if so we will advise you of this. General data is retained for 12 months, and, disclosure information from AccessNI and/or the PSNI may be retained for 90 days following the closure of the file, after which time it is shredded, unless it is the subject of a statutory investigation.
* You may apply to see information held about you by writing to the Manager at the address on the front of this application form. There is a minimum fee of £10 to access your records. If you want a photocopy or printout there will be an additional charge. Your request will be responded to within 40 days in compliance with legislation. We may not provide information if it identifies a third party.

### 1 PERSONAL DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SURNAME** | **FIRST NAMES IN FULL** | | **TITLE Mr/Mrs/Miss/Ms** | |
| **HOME ADDRESS**              **POSTCODE** | | **ANY OTHER PREVIOUS SURNAME** | | |
| **PLACE OF BIRTH** | | **MOBILE No.** |
| **Date of birth** | | **DAYTIME TELEPHONE** |
| **ADDRESS FOR CORRESPONDENCE**  **(if different from above)**            **POSTCODE** | | For interview purposes please state any holiday arrangements.    DATES:    From: To: | | |
| **NATIONAL INSURANCE NUMBER**       |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | | **NATIONALITY** (Please tick) UK/RoI Non-UK/RoI          If Non-UK/RoI please state Nationality  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **DO YOU HOLD A FULL CURRENT DRIVING LICENCE? YES/NO DO YOU HAVE ACCESS TO A CAR? YES/NO** | | | | |
| The Disability Discrimination Act 1995 defines disability as If you require particular arrangements to be made for you to “a physical or mental impairment which has a substantial attend selection test/interview e.g. interpreter, car parking and long term adverse effect on a person's ability to carry facilities, please indicate below:  out normal day to day activities”. Having read this  definition do you consider you have a disability? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  | | --- | |  |     YES NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please tick appropriate box. | | | | |
| Please name in the box below two persons who have agreed to act as referee on your behalf (see point 4 on notes). At least one referee should be your Line Manager and have knowledge of your present work – or if unemployed your last place of work. Close relatives should not be named as referees.  ***Please note* references *may be requested prior to interview including your current or last employer.***  **NAME NAME**  **Occupation Occupation**    **Address**    **Telephone No:**          **Address**              **Telephone No**  **:** | | | | |

### 2. EDUCATION AND TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| **GCE/GCSE (or equivalent)/Secretarial Examinations/NVQ etc.** | |  |  |
| **SUBJECTS PASSED** | **LEVEL**  **ATTAINED** | **GRADE** | **YEAR** |
|  |  |  |  |
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### FURTHER EDUCATION INCLUDING PROFESSIONAL QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
| **DEGREE/DIPLOMA/CERTIFICATE** | **DATE OBTAINED** | **EXAMINATIONS YET TO BE TAKEN**  **(if any)** |
|  |  |  |
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### 3. EMPLOYMENT HISTORY PRESENT OR MOST RECENT EMPLOYMENT

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer Tel No:** | **Date Appointed** | **Job Title and Grade** | |
| **Department (inc location of post)** |
| **Present**  **Salary/Wage** | **Required Period of Notice** |
| **PRINCIPAL DUTIES OF POST**                          Reason for leaving (if no longer employed):- Leaving Date:- | | | |

**4. PREVIOUS POSTS, NB: Failure to provide dates in full may result in you not being short-listed. Any gaps in your employment history should be referred to in Section 8.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & Address of**  **Employer** | **Grade/Position** | **Duties** | **Dates: From-To** | **Reason for leaving** |

**5 . MEDICAL HISTORY: Give brief details and approximate dates of any periods of sickness during the past 2 years.**

|  |  |  |  |
| --- | --- | --- | --- |
| **REASON FOR SICKNESS** | **NUMBER OF WORKING**  **DAYS OFF** | **DATES OF ABSENCE FROM WORK** | |
| **FROM** | **TO** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Please note that misleading information given by you during the interview process may lead to any subsequent offer of appointment being withdrawn, or if appointed to dismissal. | | | |

6. PROFESSIONAL MISCONDUCT

Have you ever been reported to your professional body or subjected to any Disciplinary Action? YES/NO

If Yes, please give details:…………………………………………………………………………………………………...

…………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………….………

**…………………………………………………………………………………………………………………………………….**

### 7. YOUR SKILLS AND ABILITIES

**This section gives you the opportunity to tell us how your skills and abilities relate to the post applied for. Please relate specifically to the Job Description and Personnel Specification and give examples**

## 

**Please indicate below any experience or responsibilities which you have had at work, or in voluntary activities that you have not mentioned elsewhere and are relevant to the post you have applied for. If there are any gaps in your employment history a brief note of the reasons should be given.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9 WORKING TIME REGULATIONS  **As the above Regulations limit working time to an average of 48 hours per week you must inform us if you are or intend to work in any other job, as well as the post for which you have applied.**   |  |  |  | | --- | --- | --- | |  | **No** |  |     **Are you/do you intend to work in another job? Yes**      **If you have answered yes how many hours per week would this entail?**   |  | | --- | |  |     **Number of Hours in Additional Job** |

### 10. DECLARATION

I understand that I must complete the AccessNI "Disclosure Certificate Application Form" before an offer of appointment can be confirmed. This has been explained to me above and I am aware that spent convictions and, if work includes a “Regulated Activity”, “barring” may be disclosed. I declare that the above information is true and correct to the best of my knowledge and belief.

I understand that appointment will be subject to the satisfactory results of AccessNI Disclosure Application and may be subject to a satisfactory medical examination.

I am aware, that I will be held responsible for the accuracy of this Declaration and that if any answer is found to be false within my knowledge or if any relevant fact has been wilfully suppressed, that Rosemount HouseLimited may withdraw any offer of employment or if appointed to this post my contract of employment may be terminated.

**CANVASSING, DIRECTLY OR INDIRECTLY WILL DISQUALIFY**

**SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_POSITION APPLIED FOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MONITORING INFORMATION**

**THIS SECTION MUST BE COMPLETED FULLY BY ALL APPLICANTS**

## EQUAL OPPORTUNITIES FOR ALL AT ROSEMOUNT HOUSE LIMITED

Rosemount House Limited is committed to equal opportunities for all. This means that everyone who works for us is treated equally whatever their sex, marital status, religious affiliation, political opinion, race, disability, age, sexual orientation, or transsexuality. This also includes anyone applying to join Rosemount House Limited.

***PLEASE ENSURE THAT YOU PROVIDE THE FOLLOWING INFORMATION (please tick appropriate box)***

|  |  |  |
| --- | --- | --- |
|  | FEMALE |  |

## 1. SEX: MALE

1. **MARITAL STATUS:** SINGLE MARRIED OTHER (please specify)

1. **DISABILITY:** The Disability Discrimination Act 1995 defines a person as having a disability if he or she has, or has had, a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

|  |
| --- |
|  |

Having read this definition do you consider you have a disability? YES  NO

1. **ETHNIC ORIGIN:** What do you consider your ethnic origin to be?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Chinese |  | Pakistani |  |

Black African

Bangladeshi Indian White

Black Carribean Irish Traveller Mixed Ethnic Group

Other (please specify)

1. **COMMUNITY BACKGROUND:** Please indicate which community background you belong to:

|  |
| --- |
|  |

Protestant Community

|  |
| --- |
|  |

Roman Catholic Community

|  |
| --- |
|  |

Neither Community

## MONITORING INFORMATION

Given our commitment to equality we need to ensure that our policy is working in practice, particularly when we are taking on new members of staff. To do this we need to look at:

How we select people for interview

Who is offered the job

What we do after a successful interview

Access to this information will be strictly controlled and will not be available to those considering your application for employment. Monitoring will involve the use of statistical summaries of information in which the identities will not appear. The information will not be available for any purposes other than Equal Opportunities Monitoring.

The information will subsequently be transferred to the monitoring system operated by Rosemount House Limited.

Please complete the following page:

**NB: It is an offence under the Fair Employment and Treatment (NI) Order 1998 to knowingly give false information for monitoring purposes.**

|  |
| --- |
| **Official Use only**  **JOB REF NO**  **APPLICANT REF NO** |

**………….………………………………….**

**………………………………………**