

# Application Form

Caring for your future

Our purpose is to create communities that enhance the quality of life and give rise to new beginnings, new futures.

Our vision is to be recognised as the leading provider of high-quality, relationship-centered care for all residents.

Our values that underpin everything that we do



For the opportunity to be part of our future and make a positive difference to the lives of the residents, please complete this application form.

If you need any support in completing this form, please let us know. We want to ensure our recruitment process is accessible to all.

Hallmark Care Homes is committed to safeguarding and promoting the welfare of vulnerable adults and expects all team members to share this commitment. If the post you apply for involves working with or having access to vulnerable adults and/or their records, we do need to let you know we will require an Enhanced Disclosure from the Disclosure and Barring Service.

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| **Position applied for:** |  |
| **Care Home/Department:** |  |

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| **PERSONAL DETAILS** |
|  Surname: |  |
|  Forenames: |  |
|  Title (Mr, Mrs, Miss, Ms, other, please specify ): |  |
|  Postal address: |  |
|  Telephone number: |  | E-mail: |  |

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| **EXPRESSION OF INTEREST****We’d love to hear your reason for applying, why you think you’d be a great asset to Hallmark Care Homes & how this aligns with our values. Please provide a summary statement in the box below.**  |
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| **EMPLOYMENT HISTORY**  |
| **Please provide details of your full employment history, starting with your current employer and working back to your earliest employment. Please include dates of any employment gaps & provide an explanation for this gap.** **In line with our referencing policy, we need to obtain 5 years of employment history, so please provide details of who we can obtain references from for each of these employers.** **If you’ve had any roles that involved caring for vulnerable adults or children at any time in your career, we’ll need you to provide reference contacts for these companies too.** **Alternatively, for those individuals with no previous employer or employment, or with less than 5 years, please provide academic (universities, colleges, and schools) and personal referees.**  |
| **CURRENT EMPLOYMENT** |
| Name of Employer  |  | Position  |  |
| Address including postcode  |  |
| Email address  |  |
| Telephone number |  |
| Manager’s name & job title |  |
| Employment date From/To |  |
| Please give a brief description of your job role:  |
| Notice period: |  | Reason for leaving: |  |
| Please advise when we may we approach this employer for a reference: Date:No approach will be made to your employer without your permission; however, you would be unable to commence employment without a reference from your present/most recent employer. All employment is subject to references being satisfactory to Hallmark Care Homes. |

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| **PREVIOUS EMPLOYMENT** |
| Please give details of your previous employment (most recent first). For care roles in the UK please provide details of all the companies you have worked. |
| Name of Employer |  | Position and job role |  |
| Address including postcode |  |
| Email address |  |
| Telephone number |  |
| Manager’s name & job title |  |
| Employment date From/To |  |
| Reason for leaving |  |
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| **CHARACTER REFERENCE** |
| Please give the details of a character referee willing to give you a reference and state the capacity in which you are known to them. The reference must be from an official or professional source and relevant to your most recent history, e.g. school teacher, barrister, accountant, nurse (RGN and RMN) college lecturer, or university lecturer. This person cannot be related to you. |
| Referee’s name |  | Job title & capacity in providing a reference |  |
| Telephone number |  | Email address |  |

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| **ELIGIBILITY TO WORK IN THE UK** |
| Please note that as required by the Asylum and Immigration Act 1996, all candidates invited to interview will be required to produce evidence of eligibility to work in the UK, i.e., a valid passport or document displaying your National insurance number together with a full birth certificate or relevant document from the Home Office. |
| Please complete if applicable[ ]  British citizen[ ]  Irish citizen[ ]  EEA citizens with Settled Status under the EU Settlement Scheme[ ]  EEA National with Pre-Settled Status under the EU Settlement Scheme[ ]  Tier 2 Skilled worker visa [ ]  Health and care Worker visa[ ]  Dependant visa [ ]  Student visa[ ]  Holders of Settlement / Indefinite Leave to Remain[ ]  UK Ancestry visa holders[ ]  Other please state |

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| **REHABILITATION OF OFFENDERS ACT 1974 - EXEMPTION FROM SECTION 4(2).**  |
| **This vacancy is exempt from the above act, as the nature of the job falls within the type of work excluded from the Act by the 1975 and 2001 Exceptions Amendment. This means that you must declare on this form all offenses, convictions, cautions, bind-over or any court cases you may have pending.** As this post involves working with or having access to vulnerable adults and/or their records, we will require an Enhanced Disclosure from the Disclosure and Barring Services for successful candidates.  |
| Have you ever been cautioned or convicted of a criminal offence? This includes driving convictions (excluding penalty points) and benefit fraud.  |  |  |
| Does your name appear on the Adult First list? |  |  |
| Does your name appear on the Protection of Children Act list?  |  |  |
| If applicable, any referral made to the NMC or other regulatory organisation that you are aware of prior to employment with Hallmark Care Homes or that occur during or after employment with Hallmark Care Homes? |  |  |
| If you have answered yes to any of the above statements, please give the full details: |
| If you fail to disclose any criminal conviction, including those spent, it could result in the withdrawal of the job offer, probationary termination, dismissal or disciplinary action.I understand that I am responsible for paying the current applicable charge for this search. |
| Signed: Date:  |

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| **DECLARATION**  |
| **Data protection**Hallmark Care Homes is a data controller, and this means that we are responsible for deciding how we hold and use your personal information. We ensure that all information is processed in line with our obligations under the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018. Our privacy notice tells you how we handle and manage your personal information. Our privacy notice is available online via our website here [www.hallmarkcarehomes.co.uk/policies](http://www.hallmarkcarehomes.co.uk/policies). Hallmark Care Homes will try to keep information held about you accurate and up to date. However, if you find any inaccuracies you have the right to have them corrected. Our Individual Rights and Data Access procedure details the rights you have under the UK GDPR and how to invoke them. This can be found on our website here: [www.hallmarkcarehomes.co.uk/policies](http://www.hallmarkcarehomes.co.uk/policies). As a regulated care service, we are legally required to adhere to Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 in England and The Regulation and Inspection of Social Care (Wales) Act 2016 and The Regulated Services (Service Providers and Responsible Individuals) (Wales) Regulations 2017 in Wales. You will have to satisfy the requirements of the relevant regulator (the Care Quality Commission in England and Care Inspectorate Wales in Wales), as detailed in the legislation. These regulators have the right to scrutinise all recruitment paperwork included in this form, as well as that collected from you as part of the recruitment process.  |

I declare that the information given in this document is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

Signed……………………………………………………………………………… Date …………………………………...