



FREMANTLE

Passionate about Care

NOTES TO APPLICANTS

For making a job application to Fremantle

Please Note age restrictions imposed by the Care Standards Act 2000 mean that we cannot employ you to undertake personal, intimate care if you are under 18, or to work in sole charge of a registered care home if you are under 21. Our normal retirement age is 70.

Application Form

Your completed application form is an important part of our selection process. It will be used:

- For interview shortlisting (to see if you have the right mix of knowledge, skills and experience)
- In the interview (we may ask you more about your previous experience etc.)
- For checking information with your referees (we will ask them about your suitability and any criminal record)
- As a basis for your contract of employment (so it must be accurate and true)

Please complete all sections in your own handwriting, read and complete the declaration at the end before you sign, and return it in the stamped addressed envelope provided. By doing this you are saying that everything you have written is accurate, to the best of your knowledge and belief, and you wish to be considered for the job on this basis.

→ Any offer of employment will be subject to the accuracy and completeness of your application, including our checking of relevant original certificates for qualifications attained.

Asylum and Immigration Act 2006

You will be asked to produce documents specified by the Act to establish your eligibility to live and work in the United Kingdom.

→ Any offer of employment will be limited by, and subject to, your continued eligibility to live and work in the UK.

Pre-Employment Health Check

You will be asked to complete a pre-employment health-screening questionnaire, which will be assessed by our occupational health adviser.

→ Any offer of employment will be subject to a satisfactory report from Occupational Health.

References

Because of the nature of working in care, we need two references. The first must be from your previous employer, training scheme co-ordinator or college tutor (box 2). The second (box 6), should be from a previous care employer if you have worked in care before. If you have not worked in care before, nominate another employer or personal referee.

If you have never worked before, please nominate two people who have known you well for some time (not family or relatives) and who can make informed comments about your suitability. Remember to ask permission to use people as referees. Your referees will be asked to verify information in your application and whether they have any knowledge of any disciplinary action taken against you, criminal record or convictions.

→ Any offer of employment will be subject to Fremantle receiving two satisfactory references.

Criminal Convictions and ISA

All jobs with Fremantle involve working with frail or vulnerable people. To protect them, all posts with Fremantle are exempt from the Rehabilitation of Offenders Act 1974. This means that you are not entitled to withhold information about criminal convictions that would otherwise be deemed to be 'spent' (box 7). If you are on the Independent Safeguarding Authority (ISA) List, it is against to law for you to work, or apply for work, in care.

If you have a criminal record, it will not necessarily debar you from employment with Fremantle. Our policy on this matter and the CRB Code of Practice are available upon request. See also www.crb.gov.uk Tel: 0870 90 90 811

→ Any offer of employment will be subject to a satisfactory Criminal Records Bureau and ISA List check.

6. **References** - in addition to the referee you gave in box 2 on page 1, please give the name, address and telephone number of a 2nd referee. This should be a previous care employer if you have worked in care before, otherwise nominate another employer or a person (remember to ask permission) who knows you well enough to assess your suitability for the post, but **who is not a family member or relative.**

Name (your 2nd referee) Position.....

We will be requesting a reference from this person. Can we contact them straight away? YES / NO (please circle)

Address

..... Post Code.....

Telephone Number e-mail address

7. **Declarations** - Please ensure that you have first read the attached NOTES TO APPLICANTS. This section must be fully completed, otherwise your application cannot be considered. Answer questions a) & b) with a . Confirm with a that you understand c), d), & e) and then sign below. Thank you.

a) Are you related in any way to any Trustee or Senior Manager at Fremantle? If YES, please give further details below: YES NO Please whichever applies

b) Due to the sensitive nature of care work, all posts with Fremantle are exempt from the Rehabilitation of Offenders Act 1974. This means that any criminal record, including details of all criminal convictions (even 'spent' convictions), cautions, reprimands and any other information that may have a bearing on your suitability for the post must be disclosed. Failure to disclose details of **any criminal record** at the outset may result in an offer of employment being withdrawn. I hereby declare that :

i) I have no criminal record to declare, or Please whichever applies
 ii) I have information to declare and attach a sealed envelope marked 'private and confidential' containing details.

Please to confirm

c) I understand that Fremantle will apply to the Criminal Records Bureau for a 'disclosure' about me, which will reveal any criminal record, and for an Independent Safeguarding Authority (ISA) list check about me. I understand that it is a criminal offence to apply for a post in care work whilst on the ISA list.

d) I am eligible to live and work in the United Kingdom according to the Asylum and Immigration Act 2006, Section 15, and will produce original documentation to confirm this right upon request.

e) The information in this application is true and accurate to the best of my knowledge and belief. I understand that any false information may result in rejection or, in the event of employment, dismissal or disciplinary action by Fremantle.

Print Name

Signed Date

For office use only. Form checked in respect of :

Completed properly Gaps in work history Declaration complete Signed

Comments:

Please return this form in the envelope provided – thank you.



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JOB APPLICATION FORM

Please read the attached NOTES TO APPLICANTS before completing this form yourself in black ink or biro.

Please Note age restrictions imposed by the Care Standards Act 2000 mean that we cannot employ you to undertake personal, intimate care if you are under 18, or to work in sole charge of a registered care home if you are under 21. Our normal retirement age is 70.

Job Vacancy Title	Location
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1. Personal information about you – please give full details.

Forename/s	Surname	Date of Birth
Circle Title: Mr / Mrs / Miss / Ms / other (please state)		Please note that Fremantle does not discriminate on the basis of age, but is statutorily required to establish age within certain limits for particular jobs.

Home Address

.....

..... Post Code

Telephone Number/s.....

E-mail address/s

Professional Body Membership & Registration Number

2. Details of your current/most recent Employer, Training Scheme or College – the person that you name below must be in a position to give us a reference about you on behalf of your employer, training scheme or college. If you are unable to provide such details, please give details of a person (remember to ask their permission) who knows you well enough to assess your suitability for the post, but who is not a family member or relative.

Employer/Training Scheme/College.....

Address

..... Post Code

Contact Name (your 1st referee) Position

We will be requesting a reference from this person. Can we contact them straight away? YES / NO (please circle)

Telephone Number e-mail address

Post Held by You From To

Your Main Duties

Notice Period Required (if applicable)..... Pay Rate.....

Number of days that you have been sick absent in the past 12 months

Reasons for leaving or wanting to leave

Please turn over

3. Details of your previous employment – please give a full employment history. Start with your previous job and work backwards, accounting for any gaps between jobs. Continue on a separate sheet if you need to.

Name & Address of Employer	Your Job Title & Main Duties	Dates Employed & Reason for Leaving

4. Details of your Education & Training - please start with the latest and work backwards.

Name of School, College or NVQ awarding Employer	Qualifications attained <small>(we will need to see relevant original certificates)</small>	Dates of Attendance From To



Fremantle aims to be an equal opportunities employer. We want to ensure that no one is unfairly discriminated against on the grounds of sex, marital status, age, colour, ethnic origin, religion or disability.

In order to help us monitor our recruitment and selection procedures, please complete this form and return it with your application form. This information will be treated in the strictest confidence and will be used solely for the purposes of monitoring our equal opportunity practices.

Job Vacancy Title

Location

1) How did you first find out about this job? (Please one box or specify other)

a) Newspaper Advert

b) Postcard Advert

c) Word-of-Mouth

d) Other

Please specify.....

2) Do you have a disability? (Please one box or specify other)

YES

NO

3) How would you describe your ethnic origin? (Please one box or specify other)

a) White

b) Mixed

c) Asian or Asian British

British

White and Black Caribbean

Indian

Irish

White and Black African

Bangladeshi

Any other white background

White and Asian

Pakistani

Any other mixed background

Any other Asian background

d) Black or Black British

Chinese or other ethnic group

Caribbean

Chinese

African

Any other Please specify.....

Any other Black background

4) What is your Sex or Gender?

5) What was your age last birthday?years



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EMPLOYMENT OF EX-OFFENDERS

Please Note that due to the sensitive nature of caring for vulnerable adults, all posts in Fremantle are exceptions to the Rehabilitation of Offenders Act 1974 and under the Care Standards Act 2000 all postholders are required to have a satisfactory Criminal Records Bureau (CRB) Disclosure and Independent Safeguarding Authority (ISA) List check.

Statement of Policy

Fremantle will comply fully with the Criminal Records Bureau (CRB) Code of Practice and treat all applicants for positions, and existing staff, fairly. Fremantle will not discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

The outcome will be that job applicants, existing staff and visiting service providers will not be treated unfairly because they have an offending background or criminal record.

Scope

This policy and associated procedures will apply to:

- All job applicants and staff employed by Fremantle.
- Other workers, agency staff, visitors, volunteers and agents in accordance with the Care Quality Commission (CQC) requirements for Disclosures.

Principles

- This policy will be made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all and welcome job 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.
- All posts are assessed to ensure that a Disclosure is both proportionate and relevant to the position concerned in accordance with CQC requirements. All application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- We require all applicants to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Fremantle and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Fremantle to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Fremantle 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.
- At interview, or separately, we will ensure that an open and measured discussion takes place on the subject of any criminal record or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We will discuss any matter revealed in a Disclosure with the person seeking the position before making a decision about withdrawing a conditional offer of employment.
- Having a criminal record will not necessarily bar anyone from working with us. This will depend on the nature of the position and the circumstances and background of offences.