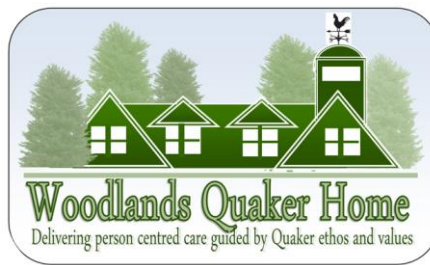




Telephone: 01902 341203
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Web: www.woodlandsquakerhome.org



WOODLANDS
QUAKER HOME & SHELTERED
HOUSING FOR OLDER PEOPLE
434 PENN ROAD, PENN
WOLVERHAMPTON WV4 4DH

Manager- Beverley Price

Thank you for your interest in the post of **Bank Care Assistant**

Your application should arrive by **5pm** on the closing date which is **Friday 26th January 2018**

Woodlands Quaker Home is a charitable organisation and in order for us to use our resources as effectively as possible we have had to take the difficult decision not to contact candidates whose applications are unsuccessful and therefore, if you do not hear from us within 3 weeks of the closing date then please be advised that we have been unable to shortlist your application on this occasion.

WHY ARE YOU APPLYING FOR THIS POST?

Please explain how your experience, knowledge and skills match those required by the Woodlands' job description and person specification (Continue on a separate sheet if necessary).

Why is the job of interest to you?

MISCELLANEOUS

Do you own a car? Yes [] No []

Do you hold a clean / valid driving licence? Yes [] No []

If no, please give details:

Please give details of special achievements, voluntary / community work and any other activities:

REFERENCES

Please name two people, not relatives, whom we may contact, one of which should be your present / last employer:

Name:

Address:

Post Code:

Telephone no.

Occupation:

email address:

If you do not wish this referee to be contacted prior to interview, please tick here: []

Name:

Address:

Post Code:

Telephone no.

Occupation:

email address:

If you do not wish this referee to be contacted prior to interview, please tick here: []

STATEMENT and DECLARATIONS

Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4 (2) of the Rehabilitation of Offenders Act 1974 (exemption) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions act, and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the Management Committee. Any information given will be completely confidential and will be considered only in relation to an application for a position to which this order applies.

Have you ever had any convictions or disciplinary investigations resulting in a caution, reprimand or warning?

Yes [] No []

If Yes, please give details:

Successful applicants are subject to checks from the Disclosure and Barring Service.

PERMISSION TO WORK IN THE UK

Employers need to know if it is legal for you to work in the UK. You will need to show proof of your right to work.

Do you need permission to work in the UK? Yes [] No []

NOTICE PERIOD

What period of notice do you have to give your present employer?

What is the earliest date you could commence post?

I certify that to the best of my knowledge the information given is correct (failure to give relevant information or providing false information may lead to instant dismissal).

Applicant's Signature

Date

Office Use:

To ensure our equal opportunities policy is effective we need to monitor people applying for and starting jobs with Woodlands Quaker Home.

The information on this questionnaire is for monitoring purposes only and is not made available to the interview panel. This is to ensure that only your abilities, experience, training and qualifications are considered.

WOODLANDS QUAKER HOME

EQUALITIES MONITORING QUESTIONNAIRE

Name

1. Do you consider yourself? Please tick in one section (a), (b), (c) or (d).

1(a) WHITE

British []

Irish []

Any other Mixed background

1(b) MIXED

White + Black Caribbean []

White + Black African []

White + Asian []

Any other Mixed background []

1(c) ASIAN or ASIAN BRITISH

Indian []

Pakistani []

Bangladeshi []

Any other Asian background []

1(d) BLACK or BLACK BRITISH

Caribbean []

African []

Any other Black background []

2 Do you consider yourself to have a disability?

Yes []

No []

3 Are You?

Male []

Female []

4 Are You?

Under 20 []

20-30 []

30-40 []

40-50 []

50-60 []

60 + []

General

The duties listed above are intended to represent the range of duties it is expected that a Care Assistant may reasonably be expected to undertake. It is not seen as a comprehensive list and demands from the staff, flexibility and adaptability in their approach to the job. The Job Description is subject to review and may be amended accordingly to the need and development of the Home.