



# ROSE LODGE

## Application for Employment

Please complete this application form legibly and return by the closing date specified in the advertisement. Late applications will not be considered. Only information provided on this application form will be considered by the panel. Curriculum vitae will not be accepted. All information provided will be treated with the strictest confidence. Continuation sheets may be added if necessary.

Please complete all sections of this application form and return to Human Resources Department. You may attach the completed form and send by e-mail to [hr@roselodge.co.uk](mailto:hr@roselodge.co.uk) or send by post to: Rose Lodge Care Homes Limited, 185 Belsize Road, Lisburn, Co. Antrim, BT27 4LA.

**Please note**, in order for your application to be considered your Application Form and Equal Opportunities Monitoring Form must be fully completed in black ink. **All gaps in employment must be explained and two full references must be provided (including name, address, email and contact telephone number, referee cannot be a relative if you need guidance on choosing a referee please give Kelly a ring on 02892604464).** Previous employment must include reason for leaving and final salary.

In order to work with adults and children at risk it is a pre-requisite that you complete an Access NI check. A copy of the Access NI Code of Practice can be found below, alternatively you can also request a written format from our office. A copy of our "Recruitment of Ex-Offenders policy" and "Handling, Storage and Disposal of Information policy" can also be requested from our office by emailing [hr@roselodge.co.uk](mailto:hr@roselodge.co.uk) or calling 02892 676301.

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

**Please bring three forms of ID with you to the interview which could be used for Access NI. For example passport, birth certificate, driving Licence.**

### 1. ABOUT THE POSITION

Position Applied For:	If you have applied for a care assistant position please indicate department  Community Care Assistant <input type="checkbox"/>  Nursing Home Care Assistant <input type="checkbox"/>  <i>If you would like to work between both departments please tick both boxes.</i>
Job Reference (if applicable):	
Where did you see this position advertised?  Belfast Telegraph <input type="checkbox"/> Lisburn Star <input type="checkbox"/> Job Centre <input type="checkbox"/> Gumtree <input type="checkbox"/>  Recommended by family/friend <input type="checkbox"/> Name..... Other (please specify):.....	

### 2. PERSONAL DETAILS

Title:	Surname:
ALL Forename(s):	Maiden/Previous Surname(s):
Address:	

Postcode:	
Telephone Number (Home):	Telephone number (Mobile):
E-mail address:	
Are you competent in spoken and written English? Note: If English is not your first language you may be required to sit a basic English test prior to interview.	Yes      No
Do you have a clean, current driving licence?	Yes      No
Do you have a car or access to a car for business use?	Yes      No
Are you prepared to undergo a medical examination if necessary?	Yes      No
NMC PIN Number (For Staff Nurse Positions)	
NISCC Registration Number (If NISCC Registered)	

### 3 YOUR QUALIFICATIONS

Name, Address & Type of School (ie Grammar/High School)	Examinations Taken and Qualifications Gained (e.g. GCSE / Degree / Subject / Name of course) – (Specify Grades)

### 4 FURTHER AND HIGHER EDUCATION

Name of Institution (state if Part Time or Full Time)	Examinations Taken and Qualifications Gained (Specify Grades or Degree Class Obtained)

## 5 MEMBERSHIP OF PROFESSIONAL BODIES

Name of professional body	Grade of membership

## 6 YOUR EMPLOYMENT HISTORY

List your previous employers in reverse order, starting with your current or last employer.

Employer's name & address and nature of business	Dates of employment From / To (Must include month)	Job title, hours worker & main duties	Final salary & reason for leaving
Please use continuation sheets if necessary.			

## 7 PERIODS OF UNEMPLOYMENT

Please provide details for any gaps in your employment dates

From	To	Details

(Management to complete)  
Applicant Ref:

Vacancy No:

Date Received:

6 Week Completion date:

## 8 TRAINING

Details of training courses attended and awards achieved, including dates, if appropriate

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## 9 SUITABILITY FOR THIS POSITION

Please detail your suitability for this position. You should illustrate how you meet the essential criteria for this position (if applicable).

<p>Please use continuation sheets if necessary.</p>
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## 10 REFEREES

Please give the details of TWO work related referees, who are not related to you, who we can approach for a confidential assessment of your suitability for this position. Referees should include the manager in your current or most recent employer and be from different companies. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

*(If you do not have any employment experience give details of your college/school form tutor or head teacher and one other professional person)*

Name:	Name:
Position:	Position:
Company:	Company:
Postal Address:	Postal Address:
Telephone No.:	Telephone No.:
Email Address:	Email Address:
Nature of Relationship:	Nature of Relationship:

**11 SPECIAL REQUIREMENTS**

Please inform us about any special arrangements or adjustments that you may need us to put in place for you in the event that we invite you to interview. This will help us to help you. If, instead, you would prefer to discuss this with us, please telephone *Jenna Hill on 028 92604464* as soon as possible.

**12 DECLARATION**

I declare that the information I gave here is correct. I understand that I risk having a job offer revoked or my employment terminated if it is later discovered that I deliberately omitted information or gave false information here with the intention of deceiving you.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Office Use Only

Date application received.....

Required Completion date.....

LM Pr Completion date.....

Application Checks

- 1.  **ABOUT THE POSITION**
- 2.  **PERSONAL DETAILS**
- 3.  **QUALIFICATIONS TRAINING CERTIFICATES ( IF APPLICABLE)**
- 4.  **YOUR EMPLOYMENT HISTORY**
- 5.  **GAPS EXPLAINED**
- 6.  **REFEREES**
- 7.  **DECLARATION**

Check completed by : .....

Date .....Time.....