

As an equal opportunities employer, we welcome applications from all sections of the community.

Include safeguarding statements and disability symbol

Hallmark Care Homes Guidance on Completing your Job Application

The information you provide in your application is used both in deciding whether or not you will be short listed and also as a basis for any interview/assessment to which you are invited. All candidates are required to complete the application form in full so that we receive the same type of information from all applicants and also for safeguarding purposes. *Should you require assistance completing the application form please contact the People and Performance Team on 01277 655655 that we wish to apply for a vacancy.*

These guidelines are designed to help you complete your application form effectively.

Items are headed in this guidance to reflect the section headings on the application form .

1. General Guidance

Please complete the application form electronically* or alternatively please write clearly.

Complete all sections of the form.

If you are handwriting your application and there is insufficient space within a section, continue on a separate sheet (include your name and the job title you are applying for) and attach it to your application.

We accept only fully completed application forms. (In line with Safeguarding best practice)

Please sign and submit your Application Form to be received by the closing date shown.

**An electronic application form is acceptable so long as you sign a paper copy at interview.*

2. Personal Details Please provide all relevant contact methods. Email and mobile phone details are particularly helpful.

3. Eligibility to Work in the UK Please tell us if you are a UK citizen or an overseas applicant with a visa/permit, stating the details of your visa/permit in the spaces provided.

4. Employment History You must provide a **full** chronological employment history and **explain any gaps** (e.g. travel, education, unemployment, raising family, volunteering) from the age of 18 years old. Include **all** jobs that you have had since leaving full time education, together with accurate dates (month & year).

5. Qualifications obtained Tell us about the qualifications that you have obtained that are relevant to the post you are applying for, you can find a list of qualifications required for the post on the Person Specification section of the Job Description.

6. References We require a minimum of two referees to include your current employer and covering a **period of not less than five years**. If you are not currently working within the care sector but have done in the past (even if outside of the five years) and if this is relevant to the position applied for, we shall require an additional reference from that organisation. For South Wales employees we may request up to 10 reference details and 3 for England and Central Support. We also reserve the right to contact any of your previous employers for a reference. (Please note that open, verbal or copied references are **not** accepted).

It is important that the referees you provide are/were **your direct line manager (or above)** who directly worked with you. If you line manager no longer works at the organisation we will require a reference from the People and Performance team.

7. Professional Memberships Tell us about any professional memberships that you may be a member of e.g. NMC, CIPD, ACCA.

- 8. Any Further Information** Please read the job description and person specification carefully beforehand. Explain **how your personal skills, experience, knowledge, qualifications, qualities, abilities or understanding meet each of the criteria set out in the Person Specification**. Always remember to specify your own responsibility. Focus on your achievements and transferable skills. This section will be used for short listing purposes and is your opportunity to maximise your chances of success!
- 9. General Tell** us about your interests, past times and hobbies, especially if you think they are relevant to the post you are applying for.
- 10. Rehabilitation of Offenders** Hallmark Care Homes' is committed to safeguarding and promoting the welfare of vulnerable adults and expects all team members to share this commitment. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975 (Policy included in your Application Pack). If you have been convicted or have any spent convictions, you are expected to declare these on the Application Form and again at the Interview. Criminal convictions do not automatically bar you from employment, but will be reviewed as part of your Pre Employment Checks. If successful you will be required to apply to the Disclosure and Barring Services for a disclosure at an Enhanced level.
- 11. Equality and Diversity** As an equal opportunities employer which celebrates diversity, we wholeheartedly support the principle of equal opportunities in employment and oppose all unlawful or unfair discrimination.
- 12.** *No individual will receive less favourable treatment behaviour on the grounds of their colour, race, nationality, ethnic or national origin, gender, gender reassignment, marital or civil partnership status, sexual orientation, age, disability, religion or belief. Nor will they be disadvantaged by any other condition or requirement, which effectively discriminates and cannot be justified as necessary and effective in meeting business requirements.*
- 13. Team benefits:** We offer all team free parking, healthcare, a comprehensive induction, training and development programme, an enjoyable social calendar, the opportunity to 'make a difference' (join in fundraising events).

Thank you for your interest. We wish you every success with your application.