

# College of Matrons - Application Form

Please note that we will assess candidates using only this form

**Please DO NOT send us a CV**

Position applied for: **Resident Warden (Salisbury)**

## Section 1 - Personal Details

Title: Mrs/Miss/Ms	Forename(s):	Surname:								
Date of birth (optional):		Previous Surname(s):								
Preferred name:		Reason for name change & date:								
Home Address:		Home Tel:  Work Tel:  Mobile:  Email address:								
National Insurance Number:  <table border="1" data-bbox="183 1592 748 1655"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										Are you currently eligible for employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide details:
Do you hold a full Driving Licence? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, do you have any current endorsements?		Are you related to or do you maintain a close relationship with an existing employee, resident, or Trustee of the College of Matrons?  If so, please provide details:								

## Section 2 – Education

Please start with the most recent and continue on a separate sheet if necessary.

Name of school/ college/ university	Dates of attendance	Examinations		
		Subject	Result	Date

**Section 3 – Other vocational qualifications, skills or training**

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

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**Section 4 – Current / Most Recent Employment Details**

Employer Name:	Employer's address:
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Job Title	Date Started
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Brief description of responsibilities:	Date employment ended (if applicable):
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Current salary/salary on leaving:	Do you/did you receive any employee benefits? If so, please provide details of these
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Reason for seeking other employment:

Please state when you would be available to take up employment if offered

**Section 5 – Previous employment and/or activities since leaving secondary education**

Please explain any gaps in employment and continue on a separate sheet, if necessary

Dates	Name and address of employer	Position held and/or duties	Reason for leaving

**Section 6 – Interests**

Please give details of any interests, hobbies or skills that you have

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## **Section 7 – Suitability**

**Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.**

## Section 8 – Commitment to disabled people

The **College of Matrons** is an equal opportunities employer and welcomes applications from disabled candidates. For the purpose of definition of the Disability Discrimination Act 1995 a person has a disability if “she/he has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities”. Our aim is to ensure that our recruitment process is flexible and supportive to individual needs so please contact us on 01722 321558 or email [steward@collegeofmatrons.org.uk] if you need any assistance in completing the application form, or if you need information in an alternative format. If you are invited for interview, you can indicate if you need any assistance or reasonable adjustments in order to be able to attend and wherever possible we will make the necessary arrangements.

## Section 9 – Convictions

Please give details of any conviction, including the date of conviction and the sentence imposed (a criminal record will not necessarily be a bar to obtaining a position with the **College of Matrons**). 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 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. In the event of employment any failure to disclose such convictions or cautions or bind over orders could result in dismissal or disciplinary action being taken by the **College of Matrons**. All convictions or cautions or bind over orders must therefore be disclosed.

Conviction/caution/bind-overs	Penalty/sentence	Date

Are your details held on the Barred List (formerly List 99)? Yes  No

Is there any relevant court action pending against you? Yes  No

Are you disqualified from working with children or vulnerable adults? Yes  No

If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form.

An offer of employment is conditional upon the **College of Matrons** receiving a satisfactory Disclosure and Barring Service (DBS) check. If you are successful in your application you will be required to complete a DBS application online. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service (a copy of which is available from the **College of Matrons** on request).

## Section 10 – References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. Neither referee should be a relative or someone known to you solely as a friend. The College of Matrons intends to take up references from all shortlisted candidates before interview. Please note that under Safeguarding Guidance, we reserve the right to contact any of your previous employers for a reference. We will seek details of any disciplinary procedures you may have been subject to involving issues relating to the safety and welfare of children, people or vulnerable adults, including any in which the disciplinary sanction has expired.

Current or most recent appointment	Previous employer/ Character Reference
Name:	Name:
Title:	Title:
Organisation:	Organisation:
Address:	Address:
Occupation:	Occupation:
Telephone number:	Telephone number:
Email Address:	Email Address:
May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

## Section 11 – Recruitment

### Equal Opportunities:

It is the **College of Matrons's** policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the **College of Matrons** are subject to a probationary period.

### Safeguarding:

The **College of Matrons** is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.

### Data Protection:

The **College of Matrons** has a duty to protect personal information and will process this information in accordance with the Data Protection Act 1998. This information will be stored on computer and manual files. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed. However, please indicate below if you would like the **College of Matrons** to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like the **College of Matrons** to retain your details if your application is unsuccessful? Yes  No

## Section 12 – Declaration

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge. I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I understand that the information that I supply will be used by the **College of Matrons** for the purposes of administration in relation to prospective, current and past staff. If my application is successful, the information will be used to compile my personal file. It may be used and shared with other designated bodies.
- I consent to the **College of Matrons** processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I understand that the appointment is subject to satisfactory evidence of my medical fitness and the results of a "Disclosure" from the Disclosure and Barring Services (DBS).

Signature ..... Date .....

Please return your completed application **by midnight on Monday 23rd November 2020** to:

**Mr N Stiven, The Steward to the Trustees, College of Matrons, 42A The Close, Salisbury, SP1 2EL**

Tel: **01722 321558**

Email: **steward@collegeofmatrons.org.uk**

Following receipt of your application for this post, consideration will be given to all applicants and shortlisted candidates will be contacted. If you do not hear anything within six weeks, you can assume that your application is not successful, but thank you for your interest in the **College of Matrons**.