



Dear Applicant,

Thank you for showing an interest in a position with the Bethany House Group.

Please find enclosed in this application pack an application form, an equal opportunities form and our recruitment policy document.

Please complete the application form, and the equal opportunities form at your earliest convenience. Once complete, return it to us by email, [admin@bethshan.care](mailto:admin@bethshan.care) or post to Bethshan Nursing Home Ltd, Yewbarrow Close, Whitehaven, CA28 8HB, enclosing the equal opportunities form in a separate envelope if youd prefer.

If you have any questions or queries with regards to working for the Bethany House Group, please feel free to contact us on 01946 590071.

I would like to take this opportunity to thank you for your interest in this post and look forward to meeting you in the future.

Yours Sincerely,  
On behalf of  
The Bethany House Group

*Joy Ditchburn*

Mrs. Joy Ditchburn  
Company Director

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**Founded 1986**

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**Bethany House Limited**

20 Front Corkickle,  
Whitehaven,

Cumbria, CA28 8AA.

Tel: 01946 695556

Fax: 01946 695556

Email: [admin@bethshan.care](mailto:admin@bethshan.care)

Company Reg. No 4579121

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**Bethshan Nursing Home Limited**

Yewbarrow Close,  
Whitehaven,

Cumbria, CA28 8HB.

Tel: 01946 590071

Fax: 01946 590075

Email: [admin@bethshan.care](mailto:admin@bethshan.care)

Company Reg. No 6880661



**THE BETHANY HOUSE GROUP**

**JOB APPLICATION FORM**

**FORM NO: F16**

**Issue No: 009**

**Issue Date: 07-04-2011**

**Issued By: N Hodgson**

**POSITION APPLIED FOR:**

**Job Reference:**

*Please complete this Application Form in block capitals in black or blue ink*

**A: PERSONAL DETAILS**

**Title (Mr/Mrs/Miss/Ms/other): \_\_\_\_\_ Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_**

**Address: \_\_\_\_\_ Postcode: \_\_\_\_\_**

**Telephone Private: \_\_\_\_\_ Business: \_\_\_\_\_ Mobile: \_\_\_\_\_**

**Place of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_ National Insurance No: \_\_\_\_\_**

**B: HEALTH & DISABILITIES**

**Please specify arrangements you will need to attend an interview:**

**Overall state of health: EXCELLENT / GOOD / POOR**

**Hearing: EXCELLENT / GOOD / POOR**

**Eyesight: EXCELLENT / GOOD / POOR SPECTACLES / CONTACT LENSES / NEITHER**

**Please give details of any medical condition for which you have received treatment in the past 3 years:**

**Have you had treatment for any condition relating to the abuse or mis-use of drugs or alcohol within the last 5 years? YES / NO**

**If "YES" please provide brief details:**

**Are you prepared to undergo a medical examination? YES / NO**

**C: DRIVING RECORD**

**Are you a car owner? YES / NO Make / model / year:**

**Current Driving Licence: PROVISIONAL / FULL / PSV / NONE**

**Driving Licence valid from: \_\_\_\_\_ to: \_\_\_\_\_**

**Details of current endorsements :**

**Have you ever been disqualified from driving, or had insurance refused? YES / NO**

**If "YES" please provide brief details:**

**The Bethany House Group**  
**JOB APPLICATION FORM**

<b>FORM NO: F16</b>	
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**D: EDUCATION & PROFESSIONAL TRAINING (from year 11)**

Education Centre (school, college etc)	Qualifications gained
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**1. Secondary Education (secondary school)**

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**2. Higher Education (university / college / polytechnic)**

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**3. Further Education (Professional Training)**

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**4. Membership of Professional Organisation / Trade Union**

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**E: LEISURE ACTIVITIES**

Please provide brief details of your hobbies, sport and other leisure pastimes in which you participate:

\_\_\_\_\_

Languages (other than English) : \_\_\_\_\_ SPOKEN / FLUENT / WRITTEN / READ  
: \_\_\_\_\_ SPOKEN / FLUENT / WRITTEN / READ

**F: REHABILITATION OF OFFENDERS ACT, 1974**

Through the 1975 Exemptions Order of the Rehabilitation of Offenders Act, 1974, and by virtue of the nature of the post for which you are applying, we are obliged, as your prospective employers, to ask the following question. Any information supplied by yourself will be remain confidential and considered only in relation to this Job Application:

With the exception of minor motoring offences, have you ever been convicted of any criminal offence by a Court of Law? **YES / NO** If "YES" please provide brief details of the offence(s) and relevant dates:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Bethany House Group**  
**JOB APPLICATION FORM**

**FORM NO: F16**

**Issue No: 009**

**Issue Date: 17-04-2011**

**Issued By: N Hodgson**

**G: EMPLOYMENT HISTORY**

*Please provide details of all employment, beginning with your present or most recent job first,  
Please put explanation where any gaps occur*

Dates		Employer	Salary	Position(s) held	Reason for leaving
From	To				

**H: VOLUNTARY & COMMUNITY WORK EXPERIENCE**

Dates		Organisation	Position(s) held	Duties
From	To			

**I: JOB FLEXIBILITY**

**Prepared to work: FULL-TIME / PART-TIME / SHIFTS**

**If PART-TIME please indicate preferred hours:**

\_\_\_\_\_

**Details of any other work which you will continue to undertake if you are offered this Job Position:**

\_\_\_\_\_

**AVAILABLE TO TAKE UP EMPLOYMENT FROM:** \_\_\_\_\_

**The Bethany House Group**  
**JOB APPLICATION FORM**

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**J : REFERENCES**

*Please provide details of 2 referees whom we may approach with regards to this Job Application before your interview. Please state clearly if you do not wish for us to contact your current employer before your interview. These referees must not be members of your family, and one must be your present or most recent employer:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Occupation: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Occupation: \_\_\_\_\_

**K: Declaration by Job Applicant**

**ANY PERSON, UPON SUBSEQUENT EMPLOYMENT, THAT IS FOUND TO HAVE KNOWINGLY SUPPLIED FALSE OR MISLEADING INFORMATION, OR HAS DELIBERATELY WITHHELD RELEVANT INFORMATION, WILL BE SUMMARILY DISMISSED**

**I have read and understood the information supplied to me in relation to this Job Position, and the information requested in this Job Application Form. I confirm that all information supplied by me is true and correct to the best of my beliefs.**

**I give the prospective employer the right to follow up all references and to make any other job-related enquiries as may be deemed necessary.**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**THE BETHANY HOUSE GROUP IS AN EQUAL OPPORTUNITIES EMPLOYER**

**The sole criterion for selection of applicants will be suitability for the Job Position, regardless of gender, background, culture, ethnic denomination, religious affiliation, marital status or disability**

**The Bethany House Group is an Investors in People Company**

**Name Of Home: The  
Bethany House Group**

**Form Name: Equal Opportunities Monitoring Ref No: 023**

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**Data Protection Information**

The information which you have supplied on this form will be processed and may be held on computer.  
The information will also be used for equality monitoring and statistical purposes.  
By submitting this form, you will be deemed to have given your consent to this, including information which may be considered to be sensitive and personal.

This home is committed to ensuring that staff are allowed to develop so as to maximise their individual potential without limit on the opportunities available to them at the home.

Please circle as appropriate:

**Ethnicity**

**How would you describe yourself. Are you:**

White	African	European	Asian	Chinese
English	Scottish	Hispanic	Indian	Welsh
African Caribbean		Pakistani	Irish	Mixed
Other, Please specify: .....				

**Age**

**Which age range do you sit within?:**

16 - 21	22 - 25	26 - 30	31 - 35	36 - 40	41 - 50	51 - 60	61 - 65+
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**Gender**

**Are you:**

MALE / FEMALE

### **Legal Reference**

- 1.0 **Regulations 18 & 19 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014**

### **Outcome Statement**

- 2.0 **Service users:**
- Are safe and their health and welfare needs are met by staff who are fit, appropriately qualified and are physically and mentally able to do their job.
- 2.1 **This is because we comply with the regulations and will:**
- Have effective recruitment and selection procedures in place.
  - Carry out relevant checks when we employ staff.
  - Ensure that staff are registered with the relevant professional regulator or body, where necessary, and are allowed to work by that body.
  - Refer staff who are thought to be no longer fit to work in health and adult social care to the appropriate bodies.
- 2.2 To ensure that a suitable number of qualified and competent staff are on duty at all times to meet the needs of service users.
- 2.3 To ensure that each member of staff is supported by the home to realise their personal goals and aspirations.
- 2.4 We believe that our approach to recruiting staff should help us to identify and employ those people who aspire to our standards and values.

### **Policy Statement**

- 3.0 We believe that service users should be assured that the staff employed have been recruited in a professional manner.

We are committed to this in relation to recruitment and selection by the following.

- 3.1 In relation to recruitment, staff:
- Are honest, reliable, trustworthy and treat service users with respect.
  - Are not discriminated against during the application or recruitment process.
  - Are qualified and competent to carry out their role and meet the needs of service users.
  - Have been subject to the checks as described in Schedule 3 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, so that

the manager is assured that the worker is suitable for their role.

- Are only allowed to start work before a full and satisfactory Disclosure and Barring Service (DBS) check has been received in exceptional circumstances. Where this is the case the manager must have received confirmation the staff member is not barred from such work. In these exceptional circumstances the following safeguards are put in place:
  - a. An appropriately qualified and experienced member of staff is appointed to supervise them
  - b. Wherever it is possible, this supervisor is on duty at the same time as the new worker, or is available to be consulted
  - c. New workers do not escort people away from the premises unless accompanied by a staff member for whom a full and satisfactory DBS check has been received.
- Have demonstrated that they are legally entitled to work in the United Kingdom.
- Have demonstrated they meet the same standards of competency, qualification and experience for the role where they are recruited from outside the United Kingdom as they would have had they been trained in the United Kingdom.
- Are currently registered with the relevant professional body where appropriate, and only use a protected professional title where their qualifications and registration allows them to do so.
- Adhere to any codes of professional conduct that apply to them.
- Are physically and mentally able to carry out their role, with a plan of support including reasonable adjustment where necessary. This means staff:
  - a. Are not placed at risk by the work they will do because of an illness or medical condition they have
  - b. Do not present a risk to people who use services because of an illness or medical condition they have.
- Are able to communicate effectively with service users and other staff, to ensure that the care, treatment and support of service users is not compromised.
- Are clear about their responsibilities because they have an up-to-date job description.

**3.2 In relation to qualifications, knowledge, skills and experience:**

- Have relevant qualifications, knowledge, skills and experience to carry out their role.
- Where this is not the case and does not impact on the safe delivery of care and support, the staff member agrees to work towards gaining the skills and qualifications necessary.
- Where trainees and students are working, they are only given tasks and



provide care, treatment and support that is appropriate to the stage of their training and their competence.

- Have their qualifications, knowledge and skills reviewed on a regular basis to ensure they keep up to date with current practice.
- Have an awareness and knowledge of diversity and human rights and have the competencies to support, appropriate to their role, the diverse needs and human rights of service users, in compliance with The Equality Act 2010.
- Have a good understanding of the communication needs of service users.
- Can identify and respond to the changing needs of service users.
- Understand the individual needs and preferences of service users.
- Understand the physical and emotional needs of service users.
- Recognise and promote the independence of service users.
- Are aware of the homes policies, procedures, legislation and standards.
- Know who they are able to contact (and how to do this) when expert advice is needed.

**3.3 Service users live in a home that has the right staff because:**

- Staff are recruited following an effective recruitment and selection procedure that complies with legislation about employment, equalities and human rights.

This includes as a minimum when recruiting new staff:

- a. Application process including all of the necessary checks
- b. Interview
- c. References
- d. Records of the above.

- Temporary, agency, bank and voluntary staff, and any practitioner working under practising privileges, are subject to the same level of checks and a similar selection criteria as staff recruited directly.
- Other people providing additional services under arrangements made with the home are subject to the necessary checks.
- Staff provided by an agency service are known to be fit both physically and mentally to perform their role through:
  - a. Confirmation in writing from the agency that all necessary checks have been carried out in relation to each staff member being supplied
  - b. The manager quality monitoring the contract they have with the agency, where the agency is used on an ongoing basis.
- There are clear procedures that are implemented when staff:
  - a. Are not well enough to work
  - b. Behave outside the policies and procedures of the home, or professional codes of conduct or practice that apply to them

- c. Should be referred to their professional regulator or professional body, as appropriate
  - d. Are subject to investigations into suspected abuse
  - e. Are reasonably suspected to have caused harm or risk of harm to service users, and this includes the requirement for the person to be referred to the Safeguarding Authority and/or regulatory body where the requirements for referral are met
  - f. Require specific plans of support, including any reasonable adjustments, to enable them to carry out their job
- They take into account relevant guidance, including that from the Care Quality Commission as may from time to time be published.

## **Procedure**

- 4.0 The manager of the home has a legal obligation to ensure that the home is staffed according to the requirements of current legislation at all times.

This staffing level is agreed and monitored by the Care Quality Commission.

This means that there must be:

- A sufficient number of staff on duty at all times
- The required number of “Qualified” staff on duty
- The required skills mix in the staff group to meet the needs of the service users.

- 4.1 When a vacancy arises in the home, the manager should review the staffing needs of the home in relation to:

- The hours required to be worked
- The skills that the new post requires given the changing needs of the service users.

- 4.2 The manager is responsible for ensuring that the job vacancy is given the widest possible publicity within the constraints of the recruitment budget.

A range of media options may be considered:

- Local shops – posters, notices or cards in the newsagent/ Post Office window.
- Local “Free” Press – Cheap but not as wide coverage or as reliable delivery.
- Daily newspapers – can be local, regional or national either morning or evening. There is a wide choice but they do tend to be expensive. Usually have a recognised Jobs Page / Jobs Day / Jobs Issue.
- Job Centres – Will advertise the vacancy and refer a steady stream of applicants.
- Statistically nearly 50% will be time wasters.

- 4.3 When an advert is placed, the manager should consider the information they wish to include. Too much information and some potential candidates will be put off, whilst too little information will not be sufficiently interesting for others.

The manager should consider including the following as a minimum:

- The job title and post reference number
- Name of the home (you should include address, providing space and cost will allow)
- Telephone number
- The person to contact for information
- The essential qualifications or experience
- Closing date for applications

- 4.4 It would be nice if the following could also be included, although most advertising is charged by the line or for each word used and can be very expensive:
- A description of the main duties
  - An outline of the services provided or a broad service user profile
  - Salary, bonuses, enhancements, benefits etc.
- 4.5 Before any job vacancy is advertised, the manager should create a "Job File" for the post. The front of the file should be clearly marked with:
- The job reference number
  - The name of the post being advertised.
- 4.6 All information, literature and correspondence relating to the post being advertised is placed in this folder.  
It will contain:
- The job description for the post being advertised.
  - Copies of adverts for the post
  - All completed application forms, CV's and correspondence from the applicants
  - A person specification
  - Completed Equal Opportunities Monitoring Forms (in a separate envelope).
- 4.7 Before any post is advertised, the manager needs to consider whether the post can be filled internally through the "bank staff" register.  
A notice in the home might generate interest.
- 4.8 Managers should note that in most cases where the home recruits a member of staff who has worked in the home on behalf of an agency, there will be a "fee" payable to the agency. This is usually called "commission" for successfully introducing the staff member to the home.  
  
This route can be a very expensive way to recruit staff.
- 4.9 Any request for information should be entered onto the Recruitment Monitoring Form which should be kept with the Job File.
- 4.10 Each person requesting information should receive:
- Application For Employment Form (Form 008)
  - Job Description (Forms 056, 057, 058 or 059)
  - Equal Opportunities Monitoring Form (Form 023)
  - Covering letter which includes information regarding the requirement for a Disclosure Barring Service (DBS) Disclosure Certificate. This letter should confirm to the candidate whether the cost of the DBS Certificate will be at the expense of the home or the applicant.
  - Information relating to closing dates and how unsuccessful applications will be dealt with.
- 4.11 As completed applications are received by the home:
- The Equal Opportunities Monitoring Form should be separated and placed in an envelope within the Job File.
  - The Application For Employment Form and accompanying documentation (if any) is placed into the Job File.
- 4.12 The manager is responsible for creating a shortlist of applicants from the applications received prior to the closing date for applications stated in the adverts.

It is advisable to have a list of “Essential” and “Desirable” qualities based on the requirements of the Job Description.

The manager may, in practice, use any criteria they wish in the shortlisting process providing it can be seen to be fair and consistent.

- 4.13 It is currently becoming a more regular occurrence for people to contact prospective employers to ask why their application has been rejected.  
For this reason it is recommended that the shortlisting manager indicates on the reverse of the form the reasons for not wishing to proceed with the application to the interview stage.  
This may well avoid a situation where you are trying to remember the reason several weeks after the event.
- 4.14 The manager should invite all shortlisted applicants for an interview at the home. Each applicant should be informed of:
- The time, date and place of the interview
  - Who will be present
  - How the interview will be conducted
  - Documents required to be produced at the interview (Birth Certificate, Qualifications, DBS Disclosure etc.)
  - Any other relevant information, or any specific needs that the applicant may have which need to be met for the interview.
- 4.15 All applicants should be encouraged to visit the home prior to the interview.
- 4.16 On completion of the interviews, the manager should ensure that the interview panel makes its selection of the successful candidate(s) without delay.
- 4.17 The manager should contact the successful applicant to make an offer of employment “subject to the following conditions”:
- Two suitable references
  - Proof that the person is eligible to work in the UK
  - DBS Disclosure Certificate with no contra indications
  - Confirmation of qualifications claimed or professional body registration status NMC etc.
  - Health questionnaire or medical examination being satisfactory. (This is to satisfy Schedule 3 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 that employees are both physically and mentally fit for the work to be undertaken)
- 4.18 Each successful applicant should be advised that to resign their current employment at this stage is at their own risk as employment in the home cannot be confirmed until all relevant information has been received by the home.
- 4.19 The manager should send out the letters requesting information as detailed in 4.17 above within 3 working days of the initial “subject to conditions” offer of employment.
- 4.20 The manager should check each document returned to the home to ensure that it satisfies the requirements of acceptability.  
Where a situation develops where documentation is not satisfactory, the manager may wish clarify the situation with the Care Quality Commission or Independent Safeguarding Authority before proceeding with the appointment.  
The following guidance may be relevant:

➤ **Unsatisfactory references -**

Request a third reference in most cases.

In some cases the home may advise that it no longer wishes to proceed with the appointment.

➤ **Proof of work entitlement -**

If the applicant is unable to prove that they are entitled to work in the UK, the home cannot proceed with the appointment.

The home should advise the applicant in writing of this.

The home should consider informing the Care Quality Commission, Employment Agency and Independent Safeguarding Authority.

➤ **Medical -**

Concerns arising either from the Medical Health Questionnaire or from a medical examination should be discussed with the applicant.

The manager may decide that a second opinion is required or may decide not to proceed with the application.

4.21 When all criteria have been met and satisfactory documentation is in the possession of the home, a formal offer of employment may be made.  
This offer should include confirmation that there is a 3 month "Probationary Period". Details of the Probationary Period should be included in the Terms and Conditions of Employment.

4.22 Once a start date has been agreed the manager should ensure that a Personal File is created for the new employee.

It should contain:

- Induction Training recording documentation
- Training recording documentation
- Supervision recording documentation
- Copy of the Terms and Conditions of Employment (Contract of Employment)
- The original Employment Application Form and supporting documentation for the employee. (usually held in a separate sealed envelope)
- Copy of the Notification of New Employee form which has been completed to ensure that relevant legal, personal and financial information is in place prior to employment.

4.23 Once the employee takes up their post, the manager should:

- Collate and check the Equal Opportunities Monitoring Forms for statistical analysis.
- File the Job File in a secure place for a minimum of one year
- Ensure that the employee bank details are correct in order to ensure that wages will be paid correctly.

## **The Following Evidence Will Demonstrate That The Required Outcomes Are Being Met And Relevant Standards Achieved**

5.0 There should be evidence that:

- Staff are recruited appropriately
- Pre-employment checks are done by the manager
- Enhanced DBS checks are obtained for all staff
- There is an operational staffing rota

- Staff are suitably qualified for their role
- Staff qualifications claimed are checked
- References are taken up
- There is a record of all annual leave both granted and still to take
- There is a system in place for managing attendance
- There is a system in place for managing absence and sickness

### **Training Required**

6.0 Staff should be aware of the following:

- The home has a recruitment process that should be followed.
- The Equal Opportunities procedure and policy for the home.
- The Skills For Care training opportunities
- The requirement to undertake training at all stages of employment
- They must aspire to the highest professional standards at all times
- They must understand the need to report bad practice, should they encounter it.

### **Forms And Referenced Documents For This Procedure**

- 7.0 Form 008 - Application for Employment Form
- 7.1 Form 022 - Employment Contract
- 7.2 Form 023 - Equal Opportunities Monitoring Form
- 7.3 Form 040 - Notification Of New Employee Form
- 7.4 Form 047 - Record of Staff Employed in the Home
- 7.5 Form 048 - Recruitment Progress Monitoring Form
- 7.6 Form 053 - Sample - Invitation to Interview Letter
- 7.7 Form 054 - Sample - Offer of Employment Letter
- 7.8 Form 052 - Sample - Confirmation of Employment Letter
- 7.9 Form 055 - Sample - Reference Request
- 7.10 Form 056 - Sample Job Description - Carer
- 7.11 Form 057 - Sample Job Description - Domestic
- 7.12 Form 058 - Sample Job Description - Manager
- 7.13 Form 059 - Sample Job Description - Qualified Nurse (if required)

**Name Of Home: The  
Bethany House Group**

**Procedure 12.02**

**Recruitment And Selection**

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