



*The mental health charity creating opportunities
for people to thrive*

application for employment guidance notes and forms

guidance notes

Thank you for requesting this application pack. Please read these notes carefully, they will help you to provide us with all the information we need to consider your application.

The application pack

Your pack should contain the following information:

- Covering letter
- Job description
- Person specification
- Application booklet
- Envelope, for returning your application
- Any additional information as considered relevant for the post advertised

Completing the application form

- The form must be signed and returned to us by the deadline date in order for it to be considered.

General

- Please complete all enclosed forms using black ink or typescript.
- Please complete all sections of the application form. If a section is not relevant to you then please state this: e.g. 'sickness absence', if none write 'none'.
- If you do not complete the application form fully it may result in your application not being shortlisted.

Occupation history

- We need to know in detail what you have been doing for the whole of the last three years. We also need your complete employment history since leaving full-time education. At the beginning of the relevant section on the application form there is further guidance to help you.
- When you have completed all the information needed, please detach and return all the numbered pages in the envelope provided.

Please retain the guidance notes for your information.

When the shortlisting process is completed you will be informed if you are to be invited for interview or not.

The interview process

If you are invited for interview you will receive a letter or e-mail to explain:

- Where and when the interview will be held
- How long the interview will take
- Who will be interviewing you
- Whether you will be expected to undertake a written test, psychometric test or make a presentation etc
- How to claim travel expenses

Information that we need to check before joining 2Care

As part of the recruitment process 2Care will verify the following information prior to you commencing employment:

References

Please indicate any referee who you do not wish to be contacted prior to an offer of employment. References will always be taken up directly from your referees, although any copies of references you may have been given when you left a previous post are of interest. Please make sure the contact details for referees are correct as this will help us progress your application.

References must be professional. A reference from a professional, e.g. your banker, is acceptable if there is no other source of referee available. For recent school leavers or those returning to work, educational establishments may be given as a referee. Under no circumstances should a member of your family or a personal friend be given as a referee.

Criminal Records Bureau check

We will establish, during your interview, that you are willing to undergo a CRB check. Full details are contained within this pack.

Queries or concerns

Please do not hesitate to contact the HR Department at 2Care Central Office if you have any queries or concerns regarding this process.

application for employment



Thank you for your interest in 2Care. Please complete all the sections of this form regardless of any other information which you may wish to forward.

Please use black ink or typescript when completing this form.

Position applied for

Job title

Location (ie. name of home/project or central office)

If applying for more than one post, please list in your order of preference

Where did you see this position advertised?

Personal details

Last name (family name)

Forename(s)

Title (Mr/Ms/Mrs/Miss etc)

Date of birth / /

Address

Postcode

Telephone no. home

Work

Mobile

Email address

Availability to take up post/notice period

Are you related to any current or former 2Care employee/service user?*

Yes No

Do you have or require a work permit, visa or any other kind of document to show that you have necessary permission to work in the UK?*

Yes No

**If you have answered yes to any of the questions marked with an asterisk, please give details below*

Occupation history for the last three years

Starting with your most recent employer, please complete this section **in full** for the whole of the last three years. Please ensure that if you have not been working, e.g. study, break of career for family etc. that these details are given including a referee who can cover this period.

Name of latest employer	Your job title
Address of employer	
	Postcode
Starting date Month Year	Leaving date Month Year
Brief description of duties	Reason for leaving
Referee's name	Referee's job title
If employment referee please tick which	HR Manager <input type="checkbox"/> Line Manager <input type="checkbox"/>
If not employment referee, who are they?	Referee's tel no
Referee's address if different from main address of employer	
	Postcode

Name of previous employer	Your job title
Address of employer	
	Postcode
Starting date Month Year	Leaving date Month Year
Brief description of duties	Reason for leaving
Referee's name & job title	
If employment reference please tick which	HR Manager <input type="checkbox"/> Line Manager <input type="checkbox"/>
If not employment referee, who are they?	Referee's tel no
Referee's address if different from main address of employer	
	Postcode

Name of previous employer	Your job title
Address of employer	
	Postcode
Starting date Month Year	Leaving date Month Year
Brief description of duties	Reason for leaving
Referee's name & job title	
If employment reference please tick which	HR Manager <input type="checkbox"/> Line Manager <input type="checkbox"/>
If not employment referee, who are they?	Referee's tel no
Referee's address if different from main address of employer	
	Postcode

Please continue on a separate sheet if necessary

Occupation history prior to the last three years

Please complete giving as much detail as possible and including details of any career breaks.

Date of leaving full time education (year)

Start with your earliest employment. Please ensure you have considered all periods since leaving full time education.

Employer's name/career break details	
	From To
Employer's address if available	
Postcode	
Your job title	Reason for leaving

Employer's name/career break details	
	From To
Employer's address if available	
Postcode	
Your job title	Reason for leaving

Employer's name/career break details	
	From To
Employer's address if available	
Postcode	
Your job title	Reason for leaving

Please continue on a separate sheet if necessary

Education

Please list all schools/colleges/universities attended and examinations passed.

School/college/university <i>Name and town</i>	Dates attended <i>From-to</i>	Subject	Grade/level	Certificate issue date

Any other languages spoken	Fluent <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/>
	Fluent <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/>

Professional qualifications

Please give details of any qualifications or membership of professional bodies.

Qualification/membership level/certificate	Pin/membership/certificate no	Issuing college/authority	Date issued

Declaration of convictions & Independent Safeguarding Authority (ISA) Registration

2Care is exempt from the Rehabilitation of Offenders Act 1974. All convictions, whether spent or unspent, must be declared to us. Successful applicants' information will be subject to Enhanced Disclosure through the Criminal Records Bureau. All convictions and formal cautions will appear on Enhanced Records and it is therefore essential that full information is provided. This includes a check against an applicants ISA-registration status/list(s). If an applicant has had their ISA-registration revoked or is included on any relevant list, they will automatically be excluded from employment with 2Care. Please read the information included in this booklet.

Have you ever been convicted of a criminal offence, received a formal caution, been bound over or received a conditional discharge?

Yes No

Are you registered via the Independent Safeguarding Authority (ISA)?

Yes No

If Yes, please state your Registration Number:

Have you ever been barred from the ISA or refused registration?

Yes No

If you have answered yes to any of the above questions, please give full details below. Continue on a separate sheet if necessary.

*Please ensure that you return your full application form to us, including the Personal statement, and Medical Health Questionnaire. It is not essential to return the Equal Opportunities Statement, but we appreciate this information for our monitoring process.

Declaration

I hereby declare that the particulars which I have given in this application are true to the best of my knowledge and belief.

Signed

Date

Please return to: 2Care HR Department, 11 Harwood Road, London SW6 4QP

guidance notes

Confidential medical health questionnaire

Introduction

These guidance notes give you the information you need to complete the confidential health questionnaire and explain why this is required as part of the recruitment process. Please ensure that you complete the questionnaire as fully as you can. It is intended to ensure that, as far as is reasonably practicable, we safeguard your health as well as that of our service users.

After reading this if you still have queries please do not hesitate to contact the HR Department.

Why this questionnaire is required

- Working within a Project or Home can be both physically and mentally demanding.
- All work is carried out on a shift basis and this may, on occasion, create problems for staff with particular health conditions, e.g. diabetes or epilepsy, if their needs are not considered. We will endeavour, wherever practicable, to put supportive measures in place.
- It is important that all staff participate in the functioning of the Home or Project within which they work and this can involve household cleaning and shopping/catering for large groups. This is why we need to be aware of any potential issues.
- Working with service users with mental health conditions can be stressful and 2Care does all it can to mitigate this. From time to time project staff working the sleep-in duty may find themselves disturbed by service users needing, for example, to talk in the middle of the night. Our experience has shown that shiftwork and disturbed sleep patterns can be difficult for some staff to manage, particularly if they are not experienced. It is possible, for example, that these factors may have an adverse effect on a prior mental health condition.
- We recognise the need to assist staff to manage their personal boundaries. When a staff member has had mental health conditions in the past they may require additional support in this respect.
- It is, therefore, important for us to be aware of any previous mental health conditions and precipitating factors in order that we may provide as much support as practicable.

Additional health assessments

- At times, through discussions with an applicant, it may become apparent that further information is required with regard to a particular illness or condition. In this instance we will ask for an applicant's permission to approach his or her GP/Consultant. In some instances we may ask for permission to obtain an independent medical report.
- Additional health assessments will only be applied for with the express agreement of the applicant.
- Your form will be discussed with you during the interview process. If you would prefer not to discuss any aspect of your questionnaire with the full interview panel please contact the HR Manager in advance of the interview to agree an alternative approach.

Confidentiality

- Any information relating to an applicant's health will be retained securely within the HR Department.
- Where an applicant is not offered a position the information will be destroyed, together with his or her application form and any accompanying documentation, in accordance with 2Care's Data Protection Policy. Full details of policy can be obtained on request.
- Where an applicant is offered a post, the information will be retained on his or her confidential file within the HR Department for the duration of his or her employment with 2Care.
- If an applicant has not been shortlisted for the first stage of interviews or has not been offered a post after interview, however their application is considered sufficiently strong that they would have been interviewed or offered had other applications not been stronger, then their application may be put 'on hold'. In this instance you will be informed by either telephone or letter. Signing the application form signifies your consent for us to hold your application in the HR Department in accordance with our data protection policy.
- This information will only be disclosed on a 'need to know' basis.

Please complete all sections of the confidential medical health questionnaire. The questionnaire should be detached and returned to 2Care together with your application form and any accompanying documentation.

guidance notes

Equal opportunities policy

Introduction

Every person has the right to seek work or promotion on the basis of his or her abilities, without being treated less favourably than other people in the same circumstances. 2Care is an equal opportunity employer and will not condone discrimination because of an employee's sex, marital status, ethnic origin, trade union activity, disability, religious belief, sexual orientation or their age. This applies to all aspects of employment, including the advertising of positions, recruitment and appointment to them, training, promotion, pay and conditions of employment.

The foundation of a successful Equal Opportunities Policy is mutual respect and acceptance of differences. We rely on everyone to assist us to make equality of opportunity a reality at 2Care. If you have any concerns or comments as to how we can make improvements we want to hear from you.

Fair treatment

All job applicants, employees and volunteers have the right to be treated fairly and equitably and not to be subjected to harassment, victimisation or discrimination in any form.

How do I raise a concern?

Please write to the HR Manager. S/he will arrange for your complaint to be investigated as appropriate and you will receive written feedback.

How will 2Care monitor the success of this policy?

Job applicants

Job applicants will be asked to complete an Equal Opportunities monitoring form and this information will be reviewed regularly by the HR Manager. This information will form the basis of an annual report to 2Care's Council of Management.

Existing staff

Statistics are gathered annually recording details of job function, location, age, sex, ethnic origin, salary and career progression. This data is presented annually to 2Care's Council for review. External bodies examine it from time to time also.

If you would like a full copy of our Equal Opportunities Policy please contact our HR Department.

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medical health questionnaire



Please complete this form using black ink and return with your completed application form.

Please read the accompanying guidance notes.

Last name (family name)

Forename(s)

Post applied for

Location

Please answer the following questions by ticking the relevant box.

Do you have a long term health condition? Yes No

Do you consider yourself to have a disability? Yes No

If yes, which of the following best describes your disability:

- | | | | |
|---|--------------------------|-------------------------------|--------------------------|
| Visual impairment | <input type="checkbox"/> | Hearing impairment | <input type="checkbox"/> |
| Speech impairment | <input type="checkbox"/> | Disability affecting mobility | <input type="checkbox"/> |
| Other physical disability | <input type="checkbox"/> | Mental health condition | <input type="checkbox"/> |
| Illness which has lasted or is likely to last 12 months | <input type="checkbox"/> | Other condition/disability | <input type="checkbox"/> |

Have you ever:

Received in-patient treatment for a physical health condition? Yes No

Received in-patient treatment for a mental health condition? Yes No

Been refused or dismissed from employment for health reasons? Yes No

Received a disability allowance? Yes No

Been registered disabled? Yes No

Suffered any ill-effects as a result of work? Yes No

Been refused a driver's licence due to ill-health? Yes No

Do you suffer from or have you ever had:

Diabetes? Yes No

Epilepsy/fits? Yes No

Repetitive strain injury? Yes No

Back problems? Yes No

Asthma? Yes No

Headaches (frequent)? Yes No

Fainting/dizziness? Yes No

Rupture/hernia? Yes No

A mental health condition, including depression or anxiety? Yes No

Hearing difficulty or loss? Yes No

Any eyesight problems not corrected through the use of spectacles or contact lenses? Yes No

Dyslexia? Yes No

Do you take any regular medication? Yes No

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equal opportunities statement



Our principle

Every person has the right to seek work or promotion on the basis of his or her abilities, without being treated less favourably than other people in the same circumstances.

Our corporate stance

2Care is an equal opportunity employer and will not condone discrimination because of an employee's sex, marital status, ethnic origin, trade union activity, disability, religious beliefs, sexual orientation or their age. This applies to all aspects of employment, including the advertising of positions, recruitment and appointment to them, training, promotion, pay and conditions of employment.

Self classification form

This form will be treated in the strictest confidence. It is intended to improve 2Care's Equal Opportunities Policy and **will be used for monitoring purposes only**. Failure to complete this form will not prejudice your application.

Position applied for

Job title

Gender

Male Female

Ethnic origin

Please do not feel constrained to use the categories we have produced, there is space for you to provide your own views.

Please tick one of the following:

White

White: British

White: Irish

White: Other

Asian/Asian British

Asian/Asian British: Indian

Asian/Asian British: Pakistani

Asian/Asian British: Bangladeshi

Asian/Asian British: Other

Black/Black British

Black/Black British: Caribbean

Black/Black British: African

Black/Black British: Other

Mixed

Mixed: White and Black Caribbean

Mixed: White and Black African

Mixed: White and Asian

Mixed: Other

Chinese

Other

Not known

Prefer not to say

Religion or belief

Christian

Hindu

Sikh

Jewish

Buddhist

Muslim

None

Other please specify: _____

Prefer not to say

Sexuality

Lesbian

Gay Man

Heterosexual

Bisexual

Other

Prefer not to say

Age

17 and under 41 – 50

18 – 25 51 – 55

26 – 30 56 – 60

31 – 35 61 – 65

36 – 40 66+

Please return to: 2Care HR Department, 11 Harwood Road, London SW6 4QP

disclosure process

The Criminal Records Bureau

You must read the following information. It forms part of our Terms and Conditions of Employment.

2Care provides support and care to very vulnerable service users who may not always be able to make their needs or concerns understood clearly. It is our responsibility to ensure that we do all we can to safeguard the well-being of service users. When we employ new staff we need to be as certain as we can that they will treat our service users with respect and dignity. One of the ways we seek objective information with regard to new employees is by taking up work based references. Another way is to obtain an Enhanced Disclosure check from the Criminal Records Bureau, which includes checking your ISA-registration status, and a check of the ISA Vulnerable Adults list. The following information is designed to clarify our requirements.

What must I tell you about?

Convictions

2Care is exempt from the Rehabilitation of Offenders Act 1974. This means that we have a right to be informed about **all convictions** that you may have, regardless of how long ago they happened and/or whether they are now considered "spent". As an exempt employer we not only have the right to this information but there is an expectation that prospective staff will inform us of anything that affects them in this respect. At interview and on 2Care's application form you will have been made aware that you must tell us of any convictions whatsoever. You will be asked about the circumstances surrounding the conviction at interview.

Cautions

It is expected that you will make 2Care aware of any cautions that you may have received.

Bound-over

If you have been bound-over you must inform 2Care of this also.

ISA Vulnerable Adults List

If you are listed on the ISA Vulnerable Adults List 2Care will not be able to offer you employment. Please be aware that it is a criminal offence to apply for a role in social care if your registration with the ISA has been revoked.

Does 2Care employ people with convictions?

Having a conviction which you have declared to us will not automatically mean that we cannot offer you a job. It will, of course, depend on what the conviction was for and, in some circumstances, how long ago it happened.

We are particularly concerned, however, if we receive a Disclosure Report showing a conviction which an employee has not told us about, either on their application form or at interview. We would consider this to be providing us with a false statement and because of this, any offer of employment would probably be rescinded.

What if I did not agree to 2Care applying for my Disclosure Report?

It is a condition of employment with us that we obtain a copy of your Disclosure Report. It can take some weeks for it to be received once it has been applied for. Employment cannot normally begin until the disclosure report has been received.

How is the Disclosure Report obtained?

You must complete a form provided by 2Care. This form asks for your personal details.

- Your full names and any previous names you have used
- Your current address and any previous addresses you have had in the last five years

Additionally, 2Care is required to see forms of ID and proof of current address (utility bill, bank statement, lease etc). Full details will be provided at a later stage.

Once the form is completed 2Care will send it to the Criminal Records Bureau on your behalf. The Disclosure Report will be completed by them. One copy will be sent to you at home and another will be sent directly to 2Care.

What should I do if I have any queries about this process?

If you have any queries, please contact the HR Department at 2Care's Central Office. Our staff are used to dealing with queries about the Disclosure Process and will be happy to help you with any queries you may have.

2Care is keen to ensure that beginning employment with us is as easy and comfortable as possible and we look forward to working with you in the future.



The mental health charity creating opportunities for people to thrive

2Care (Formerly The SOS Society)
Registered under the Charities Act 1960
Registration no. 207893
Registered office: 11 Harwood Road, London SW6 4QP
www.2care-rsl.org.uk