



## STAFF RECRUITMENT INFORMATION

### Part 1

to be completed prior to interview



NAME

POSITION

### *Bendigo Nursing Home*

22 Arundel Road, Eastbourne, East Sussex, BN21 2EL, UK

Tel. 1: +44(0) 1323 64 25 99; Tel. 2: +44 (0) 1323 431 080

E-mail: [info@bendigonursinghome.co.uk](mailto:info@bendigonursinghome.co.uk); [www.bendigonursinghome.co.uk](http://www.bendigonursinghome.co.uk)

Dear Applicant,

Thank you for applying at Kindcare (UK) Ltd to join our dedicated and caring team. We at Kindcare pride ourselves on providing the best possible care and high standards of service. It is of utmost importance that all members of our team are able to perform their duties in a caring, compassionate and professional manner. At Bendigo Nursing Home we achieve this by employing safe working practices, promoting core values of care, implementing new and best methods through continuous learning, research and innovation. Therefore, we employ the most suitable and committed applicants and only the best continues to work at the home for years and in some cases decades.

Staff remuneration is one of the best in the area where most staff are paid not 'minimum' but 'living' wage.

Please complete the required recruitment information (as specified) and post / drop in person or e-mail it back. Please read carefully all instructions which parts to complete and how. Completing this recruitment pack will be an evidence relevant to record keeping which will be an important part of your duties. Please ensure that you read our 'Standard Terms and Conditions of Employment' that are at the end.

All and any information provided will be treated in the strictest confidence. Please read the 'Privacy Notice for Applicants' prior to completing the recruitment information. You may choose to provide all or part of the required information, however, the basis for most of the data required are legal, and incomplete information may result in unsuccessful application.

On the receipt of the completed application form, we will complete a pre-selection process based on the information provided by all applicants for the position and the pre-selected candidates will be invited for an interview at a mutually convenient time. If you are successful at the interview you may be asked for a second interview, or to join our staff team. Any offer made will be based on the information you provide us with in your application form, interview, satisfactory references and criminal check. Your employment will be terminated if any of the information and / or evidence provided are found to be untrue or misleading. It is, therefore, vital that all the information you provide is true and accurate.

**The interview:**

1. The manager will conduct an interview which will take no longer than an hour.
2. You may wish to bring to the interview your own CV and any other evidence that you may consider relevant to the position you are applying for.

**Please bring along for the interview the following evidence:**

1. Proof of qualification(s) (*i.e. certificate(s)*), and / or professional membership registration
2. Any other recent and relevant training certificates
3. Evidence of Covid vaccination on your smart phone NHS App

**After the interview:**

Once the interview process has been completed and you have been selected for the position available, our Business Assistant will contact you to schedule an appointment to process your criminal check and ask you to complete Part 2 of the recruitment information required. Provided your references and criminal check are satisfactory you will receive a job offer. You should bring the following documents (***all documents must be originals***):

1. Two forms of ID (*i.e. passport, driving licence, birth certificate*)
2. If you are not a British Citizen then you must bring a proof of eligibility to live and work in the UK.
3. Proof of address (*i.e. bank statement or any utility bill*)
4. A letter or a card with your National Insurance Number
5. P45 or P60

*On meantime, you may wish to acquaint yourself with our Staff Handbook, policies and procedures, including job description, that are available on our website:*  
[www.bendigonursinghome.co.uk/Resources](http://www.bendigonursinghome.co.uk/Resources)

## Privacy Notice for Job Applicants

In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, our employees, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

1. **Data Protection Principles:** Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:
  - a) processing is fair, lawful and transparent
  - b) data is collected for specific, explicit, and legitimate purposes
  - c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing
  - d) data is kept accurate and up to date, data which is found to be inaccurate will be rectified or erased without delay
  - e) data is not kept for longer than is necessary for its given purpose
  - f) data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
2. **Types of Data Held:** We keep several categories of personal data on our employees in order to carry out effective and efficient processes. We keep this data in a personnel file relating to each employee and we also hold some of the data within our computer systems. Specifically, we hold the following types of data:

Data / Information we hold on You	Lawful Basis	Who Provided the Information / Data	Retention Period	Who we Share your Data with
Personal Details ( <i>full name, telephone number(s), e-mail address, social media information</i> )	Legal Obligation ( <i>for criminal check and ensure safety of service users</i> )	You	Records are archived and kept safe for 3 months after the date of last entry, after which hard / paper copies are cross shredded and digital copies are deleted	Not shared, unless there is a dispute
Immunisations / Vaccinations and Boosters,	Performance of Contract	You / NHS App		With CQC
Gender, marital status, disability	Legal obligation ( <i>equality and to make reasonable adjustments</i> )	You		Not shared, unless there is a legal requirement to provide information for equality purposes
Children and child care	Legal obligations ( <i>to determine reasonable adjustments, i.e flexible working hours</i> )	You		Not shared
Copies of ID ( <i>such as passport, ID card, driving licence</i> )	Legal obligation ( <i>immigration / right to work in the UK</i> )	You		with immigration / the right to work / UK Border Agency
Right to work in the UK / immigration / sponsorship licence / EU Settlement Scheme	Legal obligation	You and / or us / the employer		CQC
Special categories of data ( <i>race, ethnic origin, sex life, sexual orientation and identification, religion, genetic and biometric data</i> )	Legal obligation ( <i>equality and non-discrimination</i> )	You		if there is a legal requirement to provide information for equality purposes

Information gathered via recruitment ( <i>such as data provided by you on your CV, application form, cover letter, interview notes</i> )	Legal obligation ( <i>robust recruitment procedures</i> )	You		Not shared at this stage
Minimum 2 references from previous employers	Legal obligation	You and obtained by the employer		Not shared at this stage
Details and evidence on education, professional training, employment history, professional organisations membership such as NMC	Legal obligation ( <i>robust recruitment procedures</i> )	You and verified by the employer		Not shared at this stage
Job title and job description	Performance of Contract	Both parties: you and employer		Not shared at this stage

3. **Failure to Provide Data:** Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract of employment with you. This could include being unable to offer you employment, or administer contractual benefits.
4. **Protecting Your Data:** We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.
5. **Job Applicant's Rights:** You have the following rights in relation to the personal data we hold on you:
  - a) the right to be informed about the data we hold on you and what we do with it;
  - b) the right of access to the data we hold on you.
  - c) the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification';
  - d) the right to have data deleted in certain circumstances. This is also known as 'erasure';
  - e) the right to restrict the processing of the data;
  - f) the right to transfer the data we hold on you to another party. This is also known as 'portability';
  - g) the right to object to the inclusion of any information;
  - h) the right to regulate any automated decision-making and profiling of personal data.
6. **Consent:** Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.
7. **Making A Complaint:** If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.
8. **Data Protection Compliance:** alternatively, you can inform the manager either verbally or in writing to Mariana, Bendigo Nursing Home, 22 Arundel Road, Eastbourne, BN21 2EL:  
[mariana@bendigonursinghome.co.uk](mailto:mariana@bendigonursinghome.co.uk)

All information given in this application will assist in a full evaluation being made for future employment and will be kept in the strictest confidence. Please ensure that you provide complete and accurate information. Please write a 'cross' or type capital 'X' (if you are completing a digital copy) in black pen where appropriate. If you make a mistake or something with the format goes wrong press and hold down the 'control' key (Ctrl) and then press the key for the letter 'Z' (undo). Please make sure you save frequently your work

## PERSONAL DETAILS

<b>Title</b>	<b>Mr</b>		<b>Mrs</b>		<b>Miss</b>		<b>Ms</b>		<b>Other</b>	
<b>Surname</b>						<b>Maiden Name</b>				
<b>Forenames</b>										
<b>Date of Birth (dd/mm/yyyy)</b>										
<b>Country of Origin / Birth</b>					<b>Nationality</b>					
<b>IF YOU ARE NOT AN UK CITIZEN WHAT IS YOUR IMMIGRATION STATUS IN THE UK? DO YOU HAVE:</b>										
<b>A visa as a dependent?</b>		<b>Resident permit / card?</b>		<b>Student visa?</b>						
<b>Indefinite leave to remain?</b>		<i>If you are in the UK on a student visa, you can work only 20 hrs pw</i>								
<b>EU Settlement Scheme</b>		<i>To view the evidence, we will require your code</i>								
<b>Other (specify)</b>										
<b>Will you be requiring 'Sponsorship Tier 2' of the points based system?</b>							<b>YES</b>		<b>NO</b>	
<b>Current Address</b>										
						<b>Post Code</b>				
<b>Home Telephone No</b>										
<b>Mobile No</b>										
<b>E-mail</b>										
<b>Skype</b>										
<b>Facebook</b>										
<b>Please provide details of Next of Kin or another person who we can contact in <i>case of emergency</i> as well as details of your local GP</b>										
<b>Next of Kin (NOK)</b>					<b>Your local GP</b>					
<b>Name</b>					<b>Name</b>	Dr				
<b>Address</b>					<b>Address of surgery</b>					
<b>Post Code</b>					<b>Post Code</b>					
<b>Home Tel No</b>					<b>Telephone No</b>					
<b>Work Tel No</b>					<b>E-mail</b>					
<b>Mobile No</b>										
<b>E-mail</b>										
<b>Relationship</b>										

**EDUCATION, QUALIFICATIONS AND TRAINING, PROFESSIONAL REGISTRATION**

Secondary school, college, vocational qualification(s), apprenticeship, further and higher education (i.e. university; educational establishments attended since the age of 11).

Please start with the most recent one (i.e. write first university, then college, and lastly school)

Dates (month, year)		Name of educational establishment	Location of educational establishment (town, city, country)	Examinations (subjects and grades), qualifications obtained
From	To			

**Other skills, knowledge, work experience and professional registration**

<b>Professional membership / registration (i.e. NMC registration)</b>	
<b>Other skills, knowledge or work experience (paid, unpaid / training / voluntary)</b>	
<b>Foreign languages spoken and fluency</b>	

**Have you had training in the following (all applicants):** **If 'YES' When (month, year)**

	YES	No	
<i>Infection control</i>	YES	No	
<i>Moving and manual handling</i>	YES	No	
<i>Health and safety, health and safety risk assessment</i>	YES	No	
<i>Mental Capacity Act, Best interest decision</i>	YES	No	
<i>Deprivation of liberty, safeguards (DoLS)</i>	YES	No	
<i>Privacy, dignity, equality and diversity</i>	YES	No	
<i>Dementia, Alzheimer's</i>	YES	No	
<i>Safeguarding Adults at risk</i>	YES	No	
<i>Diabetes</i>	YES	No	
<i>Diet and nutrition</i>	YES	No	
<i>Record keeping, legal implications</i>	YES	No	
<i>COSHH</i>	YES	No	
<i>Safe use of bedrails and alternative methods</i>	YES	No	
<i>Challenging behaviour</i>	YES	No	
<i>Fire training</i>	YES	No	
<i>Bereavement and communication</i>	YES	No	
<i>End of life care</i>	YES	No	
<i>Effective communication</i>	YES	No	
<i>Parkinson's disease</i>	YES	No	
<i>Other (specify)</i>	YES	No	

**For qualified nurses (RGNs) only: have you had training in the following:** **If 'YES' When (month, year)**

	YES	No	
<i>Venepuncture</i>	YES	No	
<i>Syringe driver</i>	YES	No	
<i>Catheterisation</i>	YES	No	
<i>Anaphylaxis training</i>	YES	No	
<i>Tissue viability, wound dressing</i>	YES	No	
<i>Management of incontinence and bowel care</i>	YES	No	
<i>Palliative care</i>	YES	No	
<i>Dealing with grieving relatives</i>	YES	No	



<i>Nursing practice and accountability</i>	<b>YES</b>		<b>No</b>	
<i>Needs risk assessment and care plan writing</i>	<b>YES</b>		<b>No</b>	
<i>Other (specify)</i>	<b>YES</b>		<b>No</b>	

<b>RGN's areas of experience / expertise</b> (please list any and all areas you have gained work) experience in,)	
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<b>RGN's staff: do you have professional indemnity insurance?</b>	<b>YES</b>		<b>No</b>	
<b>If "YES" please provide the name the insurance company</b>				

### EMPLOYMENT HISTORY

<b>1</b>	<b>Current / most recent employer</b>	<b>Name of employer / company</b>				
		<b>Address of employer / company</b>				
		<b>Post code</b>		<b>Telephone No</b>		
		<b>E - mail</b>				
		<b>Website</b>				
		<b>Dates of employment</b>	<b>From</b>		<b>To</b>	
		<b>Job title</b>				
		<b>Rates of pay</b>				
		<b>Duties and responsibilities</b>				
		<b>Reasons for leaving this employment</b>				
		<i>Please note that we shall be sending a request to the above-named employer to provide a reference related to the period of employment, work performance, skills and aptitude</i>				
		<b>Name of the person the reference request should be addressed to</b> <i>(i.e. human resources manager, home manager, etc.)</i>				

<b>2</b>	<b>Previous employer</b>	<b>Name of employer / company</b>				
		<b>Address of employer / company</b>				
		<b>Post code</b>		<b>Telephone No</b>		
		<b>E - mail</b>				
		<b>Website</b>				
		<b>Dates of employment</b>	<b>From</b>		<b>To</b>	
		<b>Job title</b>				
		<b>Rates of pay</b>				
		<b>Duties and responsibilities</b>				
		<b>Reasons for leaving this employment</b>				
		<i>Please note that we shall be sending a request to the above named employer to provide a reference related to the period of employment, work performance, skills and aptitude</i>				
		<b>Name of the person the reference request should be addressed to</b> <i>(i.e. human resources manager, home manager, etc.)</i>				

<b>3</b>	<b>Previous employer</b>	<b>Name of employer / company</b>				
		<b>Address of employer / company</b>				
		<b>Post code</b>		<b>Telephone No</b>		
		<b>E - mail</b>				

	<b>Website</b>				
	<b>Dates of employment</b>	<b>From</b>		<b>To</b>	
	<b>Job title</b>				
	<b>Rates of pay</b>				
	<b>Duties and responsibilities</b>				
	<b>Reasons for leaving this employment</b>				
	<i>Please note that we may send a request to the above named employer to provide a reference related to the period of employment, work performance, skills and aptitude</i>				
<b>Name of the person the reference request should be addressed to</b> <i>(i.e. human resources manager, home manager, etc.)</i>					

*If you require additional space, you should continue on a separate sheet of paper or you may provide a CV*

<b>GAPS / interruptions / breaks in employment history explained</b>	<b>Dates (month, year)</b>		<b>Explanation</b> <i>(i.e. looked after a child, sick parent, studying, etc.)</i>
	<b>From</b>	<b>To</b>	

**Additional referees' details** *(if due to employment history or any other reason we are unable to obtain minimum of two references from previous employers then we require the details of two other referees that are not relatives or friends, such as nurse in charge, school / university teacher / lecturer or a person that was involved in your work experience, etc.)*

<b>Referee full name</b>		<b>Referee full name</b>	
<b>Organisational name</b>		<b>Organisational</b>	
<b>Address</b>		<b>Address</b>	
<b>Post code</b>		<b>Post code</b>	
<b>Telephone No</b>		<b>Telephone No</b>	
<b>Mobile No</b>		<b>Mobile No</b>	
<b>E-mail</b>		<b>E-mail</b>	
<b>Website</b>		<b>Website</b>	

**RELEVANT EXPERIENCE CHECK LIST** *(Please assess your skill and knowledge in the relevant to your experience section, indicating the level by giving yourself marks between 0 and 10, where 0 = poor knowledge, skills and experience and 10 = excellent; if any of the criteria below are not relevant to your experience write n/a)*

**Nursing (RGNs) and Health Care Assistants**

<b>PERSONAL HYGIENE</b>		<b>TISSUE VIABILITY / PRESSURE WOUNDS</b>	
<i>Bath / shower / strip wash / bed bath</i>		<i>Observation for pressure areas</i>	
<i>Use of bath aids</i>		<i>Use of barrier creams</i>	
<i>Mouth care (including dentures)</i>		<i>Use of hydration creams</i>	
<i>Care of feet (excluding toenails)</i>		<i>Position change and accurate record keeping</i>	
<i>Dressing / undressing</i>		<i>Use of various specialised mattresses (i.e. preventative, pressure overlay / mattress)</i>	
<i>Shaving</i>			
<i>Care of hair</i>		<b>INFECTION CONTROL</b>	
<i>Care of fingernails / manicure</i>		<i>Hand washing</i>	
<i>Eye care</i>		<i>Equipment disinfection and sanitising (i.e. mattresses, wheelchairs, etc.)</i>	
<b>TOILETING</b>		<i>Appropriate and correct use and disposal of PPE</i>	
<i>Bladder and bowel care</i>		<i>Waste Management / appropriate and correct disposal of soiled incontinence pads</i>	



<i>Use of bed pan / commode</i>		<i>Record fluid balance</i>	
<i>Emptying catheter bag</i>		<b>MOBILITY</b>	
<i>Changing colostomy bag</i>		<i>Assisting service users to walk</i>	
<i>Assisting service to transfer, get up / sit down on a chair / commode</i>		<b>RGNs only</b>	
<i>Assisting with use of walking aids</i>		<i>Appropriate and correct disposal of wound dressing</i>	
<i>Use of hoist</i>		<i>Appropriate and correct use and disposal of sharp</i>	
<i>Safe use of bedrails and alternative methods</i>		<b>MEDICATION</b>	
<b>OBSERVATIONS AND RECORDING</b>		<i>Appropriate, correct and safe medication administration</i>	
<i>Temperature</i>		<i>Safe control drugs administration and record keeping</i>	
<i>Respiration</i>		<i>Medicines monthly orders</i>	
<i>Pulse</i>		<i>Check in medicines</i>	
<i>Urine testing</i>		<i>Correct and safe disposal of medicines and record keeping</i>	
<i>Obtain sample specimens</i>		<i>Correct and safe disposal of control drugs and record keeping</i>	
<b>NUTRITION</b>		<b>CLINICAL</b>	
<i>Weight gain / loss</i>		<i>Syringe driver</i>	
<i>MUST score</i>		<i>Obtaining blood and urine sample</i>	
<i>Other nutritional factors assessment</i>		<i>Vaccinations administration</i>	
<i>Assisting service users with meals</i>		<i>End of life care</i>	
<i>Feeding service users</i>		<i>Palliative care</i>	
<i>Accurate record keeping of intake</i>		<i>Anaphylaxis administration</i>	
<b>GENERAL</b>		<i>Various risk assessments and care planning</i>	
<i>Bed making and bed stripping and</i>		<i>Accurate record keeping</i>	
<i>Cleaning / tidying wardrobes / draws</i>		<i>Waterlow score</i>	
<i>Appropriate and correct washing of soiled clothes</i>		<i>Wound dressing</i>	
<i>Pressure wound photo taking on admission and during healing process</i>			

**Other staff**

<b>DOMESTIC / HOUSE KEEPING</b>		<b>PERSONAL SKILLS (to be completed by all)</b>	
<i>Appropriate and correct washing of clothes / laundry</i>		<i>Organisational skills</i>	
<i>Cleaning and sanitising furniture equipment</i>		<i>Supervision skills</i>	
<i>Appropriate use of PPE</i>		<i>Time management</i>	
<i>Appropriate and correct disposal of general waste</i>		<i>Punctuality</i>	
<b>CHEF / COOK / KP</b>		<i>Work output / performance</i>	
<i>Food hygiene</i>		<i>Personal presentation / appearance</i>	
<i>Food preparation</i>		<i>Dealing with people</i>	
<i>Food storage</i>		<i>Telephone manner</i>	
<i>Kitchen and equipment daily and deep clean and sanitisation</i>		<i>Personality: kind, caring, compassionate, respectful</i>	
<i>Correct disposal of food and general waste</i>		<b>MAINTENANCE</b>	
<i>Time management</i>		<i>Wall paper</i>	
<b>ADMINISTRATIVE STAFF</b>		<i>Preparing walls</i>	
<i>Appropriate, correct, systematic and timely filing</i>		<i>Painting (i.e. doors, ceiling, walls, etc.)</i>	
<i>Word processing / Microsoft Word</i>		<i>Coving</i>	
<i>Spread sheet / Excel</i>		<i>Assemble cabinets</i>	
<i>Microsoft Outlook</i>		<i>Fit / wall mount cabinets</i>	
<i>Database</i>		<i>Fit kitchen equipment</i>	
<i>Mail merge</i>		<i>Stud partition</i>	
<i>Desk top publishing</i>		<i>Floor repair</i>	
<i>Internet</i>		<i>Lay laminate floor</i>	
<i>E-mail</i>		<i>Replacing (i.e. doors, door frames, etc.)</i>	
<i>Typing</i>		<i>Fencing</i>	
<i>Photocopying</i>		<i>Rewiring</i>	
<i>Faxing</i>		<i>New power points</i>	
<i>Stationary / stock control</i>		<i>Testing and repair domestic appliances</i>	
<i>Placing orders</i>		<i>Doorbell wiring</i>	
<i>Dealing with people</i>		<i>Repair / change of dripping taps / mixers</i>	
<i>Attention to the detail</i>		<i>Boilers repair / replacement</i>	
<i>Ability to prioritise</i>		<i>Radiators (repair / replace)</i>	
		<i>Working with copper / steel pipes</i>	
		<i>Repair / change toilet sits</i>	

Ability to take and record massage accurately on the			Fit power / electrical shower	
Ability to anticipate			Repair / fit new shower	
Ability to plan work			Drains / blocked basins / toilets clearing	
Ability to co-ordinate and organise manager's tasks and appointments		<b>OTHER</b>	Tiling	
			Roofing	

**RELEVANT VALUES AND PRINCIPLES WHEN PROVIDING CARE**

The section below is to be completed only by candidate who apply for the position of Health Care Assistant (HCA) or Registered General Nurse (RGN). (The following questions will help us determine if you are a suitable candidate for a HCA or an RGN)

a)	What core values would you follow when providing care?	
b)	How would you make sure that you provide person – centred care?	
c)	What would be your aims and objectives as a member of our team?	
d)	In which areas do you feel you will need support / training?	
e)	What are your plans in the next	12 months?
		3 years?
f)	<b>Case 1</b> (tick as you think is appropriate)	<i>Jane has Dementia and she is unable to manage her finances, and she requires assistance for most of her daily needs. One morning after you have assisted her with her personal hygiene, Jane wishes to wear her red dress. What would you do?</i>
		<i>i) Do you tell Jane that you have already prepared for her to wear her green dress?</i>
		<i>ii) You dismiss what Jane has said because she has Dementia</i>
		<i>iii) You assist Jane to wear the red dress as she wished</i>
g)	<b>Case 2</b> (tick as you think is appropriate, you may tick more than one option)	<i>Joe is a resident in a nursing home. Joe is often confused and in the last week he has been frequently telling the staff that he wishes to go home. What would do?</i>
		<i>i) Do you confront Joe and tell him that his house has been sold and now he lives in the nursing home?</i>
		<i>ii) Do you distract him by asking him for example where his house is and if it is a nice house?</i>
		<i>iii) Do you tell your manager that there is a case for DoLS?</i>

**PERSONAL DECLARATION REGARDING CRIMINAL CONVICTION(S) AND BARRING REGISTER FOR ADULTS RESULTED FROM SAFEGUARDING INVESTIGATION**

**Personal declaration regarding criminal conviction(s)**

Full name of applicant	
Address	
Post Code	

**I understand the position offered is exempt from the provisions of the REHABILITATION OF OFFENDERS ACT 1974 (Exemptions) Orders 1975 and is a subject to disclosure under the Health and Social Care Act 2008.**

***I declare that I do not, nor have ever held a criminal record, nor have I been subject to any conditional discharges, bind overs or cautions.***

Signature		Date	
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*Should you be unable to sign the above declaration, please list below any convictions, conditional discharges, bind overs and / or cautions.*

<b>Date</b>	<b>Offence</b>	<b>Sentence</b>
/ /		
/ /		
/ /		
/ /		
/ /		

***I declare the above information to be true and I understand that providing false information would lead to my employment being terminated immediately***

<b>Signature</b>		<b>Date</b>	
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**Barring register for adults or children resulted from safeguarding investigation**

Have you ever been or are you currently on the barring register for either adults or children?	<b>YES</b>		<b>NO</b>	If yes please specify	Adults		Date(s)	/ /
					Children			/ /
<b>Signature</b>					<b>Date</b>			