

# APPLICANT GUIDANCE NOTES

## Important Information for all candidates



PLEASE READ THIS BOOKLET **BEFORE**  
COMPLETING YOUR APPLICATION FORM

## Guidance Notes

**Please use these notes to assist you in completing your application form:**

### **You should:**

- ✓ Complete **ALL** sections of the Form clearly
- ✓ Write your name on all additional sheets of paper and indicate the section of the application form to which they refer
- ✓ Use the **Job Advert** to assist you in completing your application form and assessing if you meet the criteria for this post
- ✓ Complete your **Fair employment Questionnaire** (last page of the application).
- ✓ Read over your completed form, to ensure all contact details are correct and that you have supplied all relevant information

### **Please note:**

The panel will shortlist **only** on the basis of the information provided on your **application form**. If for any reason you are unable to complete the form, please contact the HR Department to discuss prior to the closing date of the recruitment advertisement.

### Section 1. Personal Details

Ensure all contact details are correct, you must supply at least one contact telephone number.

### Section 2. Only complete if you are a Registered Nurse or Nursing Care Assistant

All applicants for Nursing posts must be registered with the Nursing & Midwifery Council, or be about to complete registration. Please ensure you include your unique PIN number to verify your registration. If you have not yet received your PIN please indicate when you expect to do so.

As of 12<sup>th</sup> December 2012 it is a statutory requirement for all Social Care Workers to be registered with the Northern Ireland Social Care Council (NISCC). If you are applying for the role of Nursing Care Assistant please ensure you include your NISCC PIN in this section. If you are not currently registered you will be required to apply for registration before you take up employment with Spa Nursing Home Group.

### Section 3. Education & Qualifications

Please provide details of all qualifications.

### Section 4. Employment History

Please provide details of all employment, including full-time, part-time, temporary and permanent roles. If required you may use additional pages for this section. If there is a gap of more than one month between the end of one job and the start of the next please use **Section 5** to provide an explanation for each gap.

### Section 5. Employment Gaps

In addition to details regarding previous employment applicants are required to provide details relating to any periods, longer than one month, when they were not in paid employment.

### **Section 6. Availability to Work**

It is essential that you use this section to provide an accurate picture of the hours that you are available to work. Please note the majority of positions are required on a fully flexible basis unless stated otherwise on the job advert.

### **Section 7. References**

It is essential that you complete **ALL** parts of the Reference section marked with an asterisk (\*). Failure to complete these parts in **FULL** will mean your application will automatically be unsuccessful. If for any reason you are unable to complete this section in full, please contact the HR department for advice prior to the closing date of the recruitment advertisement. Please read Section 7 of the Application Form for guidance on who can act as a referee.

### **Section 8. Handling & Assessing Criminal conviction Information**

#### **NIACRO (Northern Ireland Association for the Care and Resettlement of Offenders)**

Posts available with the Spa Nursing Home Group are considered Regulated Positions or Previously Regulated Positions as defined by the **Protection of Children and Vulnerable Adults (NI) Order 2003** and also fall within the definition of an “excepted” position as provided by the **Rehabilitation of Offenders (Exceptions) Order (NI) 1979**.

**Therefore ALL convictions including SPENT convictions MUST be disclosed (with the exception of filtered information).**

Included in the list of posts which are “excepted” is extensive and can be summarised is:

- WORK THAT INVOLVES CONTACT WITH CHILDREN OR YOUNG PEOPLE OR VULNERABLE ADULT GROUPS – e.g. provision of health care or social services, work with children such as youth work, education, or with adults with learning disabilities, mental illness, the elderly.
- PROFESSIONS THAT ARE REGULATED BY LAW - e.g. medical practitioner, nurse, chemist, optician, accountant, manager of an insurance company.

**For further information please contact NIACRO at Tel: 02890 320157**

#### **Access Northern Ireland – Disclosure Certificate**

Due to the nature of our business, we carry out Enhanced Disclosure checks on all individuals we intend to employ. The cost of an Enhanced Disclosure is £32 per candidate (The cost of the Disclosure will be deducted from the candidate’s first wage payment).

Candidate selection will be made on the basis of merit, and we will not request an Access NI disclosure until a conditional offer of employment has been made and verbally accepted. The conditional offer of employment will also be made in writing and confirmed only once the conditions have been met (details of conditions will be issued at time of offer).

All enhanced disclosures are requested from Access NI. Spa Nursing Homes Ltd is committed to Access NI’s code of practice. A copy of Access NI’s code of practice and explanatory guide is available from our Head Office on request.

## **Additional Guidance**

### **Proof of your eligibility to work in the United Kingdom**

All potential employees, regardless of race or ethnic background, will be subject to document checks in order to confirm their eligibility to work in the UK. All applicants short-listed for interview will be asked to bring appropriate documentation to the interview and will be provided with a list of the accepted documents at that time.

### **Returning your Application Form**

All completed application forms should be returned Spa Head Office via post or email, please do not return your application form to a Nursing Home location.

**Postal Address: HR Department, Spa Nursing Home Group, 18 Orby Link, Belfast, BT5 5HW**

**Email: [hr@spanursing.co.uk](mailto:hr@spanursing.co.uk)**

Following the closing date of the vacancy all applications will be reviewed by the recruiting Manager. If you do **not** receive any correspondence from us within **4 weeks** of the closing date please assume you have not been shortlisted on this occasion.

### **Contact Details**

If you require further advice or guidance in the completion of your application form please do not hesitate to contact our Human Resources Department on the contact details below:

**Email: [hr@spanursing.co.uk](mailto:hr@spanursing.co.uk)**