

Dear Applicant

Application for Employment

Further to your enquiry, please find enclosed an Application Form, which should be completed and returned to the address below at the earliest opportunity. Please also take time to read through the document titled 'Intrinsic occupational requirements in relation to the health of employees'.

To avoid any delays in processing your job application, I would ask that you take note of the following instructions when completing the application form.

1. *Application Form*

- The application form should be completed in full in type or black ink.
- Please record your ***entire*** previous employment history in months and years detailing ***any*** period of unemployment, voluntary work, and parental and carer responsibilities, no matter how short a period of time.
- Please provide a written explanation for any gaps in employment (on a separate sheet if necessary).
- Please provide reasons for leaving every employer.

2. *References*

Please give the names of three people who are able to provide references. Two of the three references must be from your two most recent employers. The references must include the reasons for the employment ending. Please note that Referees will not be contacted unless and until a formal job offer has been made and accepted.

Please also provide the contact details of all/any other employers whom you were employed for in the capacity of a healthcare professional.

Because of the nature of the work for which you are applying, the 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) Orders 1975.

On confirmation of appointment into the role, all successful candidates are required to undertake a standard or enhanced disclosure check by the Criminal Records Bureau. Please be assured that the Company complies fully with the Criminal Records Bureau's Code of Practice, and a Policy Statement on the Recruitment of Ex-Offenders is enclosed for your information. Please note that the Criminal Records Bureau process is exempt from the Equality Act 2010, and as a result you will be asked to provide a Date of Birth. In addition, the Company has a Criminal Records

Bureau Policy, a copy of which is available upon request from a member of the recruitment team.

Ludlow Street Healthcare is committed to its policy on Equal Opportunities and Diversity, and as such welcomes applications from all individuals across the community. Please note, that as explained in the 'Intrinsic occupational requirements in relation to the health of employees' document, certain roles are exempt from the Equality Act 2010, and applicants may be asked to answer a health related questionnaire in order to meet the intrinsic occupational requirements of the role.

IF YOU SHOULD REQUIRE ANY ASSISTANCE IN COMPLETING THIS APPLICATION FORM, OR ANY ADAPTATIONS OR SPECIAL REQUIREMENTS TO ATTEND AN INTERVIEW / ASSESSMENT CENTRE, PLEASE CONTACT A MEMBER OF THE RECRUITMENT TEAM ON 02920 348849.

Your completed pack should be returned to the following address:

The Recruitment Team
Ludlow Street Healthcare
5th Floor
Harlech Court
Bute Terrace
Cardiff
CF10 2FE

For further Company information, please visit our website at www.lshealthcare.co.uk

In the meantime, I would like to thank you for the interest you have shown in applying for a position with this Company.

Yours faithfully

Jonathan Walters
Recruitment Officer

Intrinsic Occupational Requirements in relation to the health of employees

Ludlow Street Healthcare places a great importance on the health and well being of its staff. As such, it is important to establish that for certain roles that our employees are fully capable of performing their duties where there is an intrinsic occupational requirement that is dependant upon health. In-line with the Equality Act 2010 (Part 5 - Work Section 60), Ludlow Street Healthcare retains the right to ask applicants about their health during the recruitment process in order to assess applicants suitability for employment.

Ludlow Street Healthcare is an Equal Opportunities Employer, and welcomes applications from all sectors of the community. Ludlow Street Healthcare values the diversity of its workforce, and recognises that each and every employee, whatever their background, has the potential to bring something to the organisation and assist our clients on their 'Journey to Recovery'

Physical Intervention - an intrinsic occupational requirement

Due to the nature of our working environment, employees working in client facing roles within Ludlow Street Healthcare are required to undertake a course in Physical Intervention techniques in order to maintain their own safety, and that of the colleagues and clients around them when working in areas where challenging behaviour may be present. The level of challenging behaviour that may be displayed varies both across the different units, and also within them depending upon the individual needs of each client.

Challenging Behaviour

The term challenging behaviour refers to any behaviour that puts the person displaying the behaviour and others at risk. This type of behaviour can interfere with home life and family members, and can affect the person's ability to be able to safely interact with community members and facilities. Challenging behaviour may include, but is not limited to:

- Physical aggression
- Verbal aggression
- Self-injury
- Property destruction
- Non-compliance
- Anti-social nuisance behaviour

Roles with client contact

For all roles that involve client contact, employees will be required to undertake a 1 day course in Break and Escape Techniques, which are largely based on those used in 1:1 defense and disengagement from physical attack. Techniques taught include breaking and escaping from actions such as punches, kicks, bites, hair pulls, clothes grabs and strangulation. This course is highly physical. All employees required to undertake this training must be physically capable of carrying out the training and using the techniques taught should the need to use them arise.

Roles with a higher degree of client contact (e.g. Nurses, SW, REW, Education, Occupational Therapy)

In addition to Break and Escape Techniques, all Nursing Staff and Support Workers applying to work in our hospitals and Nursing facilities are required to undertake an additional 2 day course in Physical Intervention Techniques. During this training, employees will be taught a variety of safe holding techniques which involve some degree of force to limit or restrict movement or mobility. These techniques include those for escorting clients, and also safe holding positions when standing, seated, and on the floor. Employees will be required to be physically fit to undertake this training on commencement of employment, and be capable of implementing the techniques taught throughout their employment. In some units the use of Physical Intervention is rare, however in other units employees need to be prepared, and able to engage, in a number of highly physical restraints within a short space of time. It is therefore essential that employees are physically fit to carry out this part of the role.

Roles without client contact

For other roles that do not include client contact, it is unlikely that any form of physical intervention or break and escape training will be required. If you require any clarity on this, then please to speak to a member of the Recruitment Team.

Maintaining a safe working environment for everyone - an intrinsic occupational requirement

In addition to the need to engage in the physical restraint of clients, there are also other characteristics related to health that are important in order to assess candidates suitability for their role. Due to the nature of challenging behaviour, it is important that applicants divulge medical information that could affect the safety of themselves or others. Examples of this include:

- Conditions that could be aggravated as a result of physical attack e.g. previous surgery, serious illness
- Conditions that could impact an employee's levels of assertiveness or alertness e.g. eyesight and hearing impairments
- Medication taken to treat a condition that could impact an employee's level of assertiveness or alertness e.g. sleeping tablets, pain management
- Mental health conditions that could place the applicant, other employees, or service users at risk due to working within the mental health / learning disabilities field.

If you are successful at interview and are provided with a 'conditional' offer of employment, you will be required to complete a medical health questionnaire in order to assess whether you meet the required level of fitness for the role that you are applying for. Failure to do so, or attend any subsequent independent medical assessment, may result in any conditional offer of employment being withdrawn.

Please Return This Form To:
 Recruitment Team
 Ludlow Street Healthcare
 5th Floor
 Harlech Court
 Bute Terrace
 Cardiff
 CF10 2FE



APPLICATION FORM

Position applied for:	Location: (Preference)
Full Time:	Part Time: (Please Specify)

PERSONAL DETAILS

Surname:		Title: (Delete as applicable) Mr/Dr/Miss/Ms/Mrs/Other
Forenames:		
Postal Address: (for Communication)		
		Postcode:
Home Telephone Number (inc dial code)	Work Telephone Number (if it can be used)	Mobile Telephone Number:
National Insurance Number:		

NATIONALITY AND RESIDENCY

What is your nationality?	Have you been a resident in the UK for the past five years?	Do you require a Work Permit to work in the UK?	
	YES NO	YES	NO

MOBILITY

Do you have a current driving licence?	YES/NO	If yes, please give details
Do you have any driving convictions?	YES/NO	If yes, please give details
Do you own your own vehicle?	YES/NO	

HOW DID YOU HEAR ABOUT THIS VACANCY?

Job Centre	
Press/Publication (please specify the name)	
Internet (please specify which website)	
Careers Events/Fairs (please specify name of event)	
Employee Referral (please specify a name)	

EDUCATION & TRAINING (Academic Qualifications eg NVQ/GCSE/A Level etc)

Dates (include month and year)		Educational Establishment	Qualifications Obtained (include Grade and Date)
From	To		

PROFESSIONAL/VOCATIONAL QUALIFICATIONS

Dates (include month and year)		Awarding Body	Qualifications Obtained and Date	GMC/UKCC/State Registration Number (if applicable)
From	To			

NURSING REGISTRATION DETAILS (if applicable)

Pin Number:	Expiry Date:	Registration Qualification:

TRAINING COURSES ATTENDED (inc Short Courses/Work Place Training)

Dates (include month and year)		Course Title	Organising Body	Result (inc Grade and Date)
From	To			

IT SKILLS

Please specify you level of IT Competence	Novice	Basic	Intermediate	Advanced
Please specify packages used and to what extent (eg Databases, Excel, Word, Outlook, etc)				

CURRENT EMPLOYMENT

Name and Address of Current Employer:	Position Held:			
	Salary:		Period of notice required:	
	Grade (if applicable):		Enhancement Benefits:	
	Employed from:		Employed to:	
Brief description of current duties and responsibilities:				
Reason for Leaving:				

PREVIOUS EMPLOYMENT HISTORY

Please list below full details in months and years of your entire employment history, including periods of unemployment, voluntary work and parental/carer responsibilities, beginning with the most recent employment. Any gaps in employment must be explained in writing. Please use a separate sheet of paper if necessary.

Dates		Name & Address of Employer and Nature of Business	Job Title (inc grade if NHS)	Salary (upon departure)	Reason for Leaving
From	To				

REASONS FOR APPLICATION

Please use this space to say why you are applying for the position and to give additional information in support of your application. Use an additional sheet of paper if necessary.

ACTIVITIES AND INTERESTS

Please give details of your interests, hobbies and sporting activities. Mention any positions of responsibility held.

PERSONAL ATTRIBUTES

Please provide information on your personal strengths/skills etc.

REFERENCES

Please give the names of three people who are able to provide references. Two of the three references provided must be from your two most recent employers. The references must include the reasons for the employment ending.

Name of Company:	Name of Company:	Name of Company:
Company Address:	Company Address:	Company Address:
Contact Name:	Contact Name:	Contact Name:
Job Title:	Job Title:	Job Title:
Telephone Number/Extn:	Telephone Number/Extn:	Telephone Number/Extn:
May we contact this referee before the interview? YES/NO	May we contact this referee before the interview? YES/NO	May we contact this referee before the interview? YES/NO
Please provide details if you were known by a different name:	Please provide details if you were known by a different name:	Please provide details if you were known by a different name:

REQUIREMENTS UNDER THE REHABILITATION OF OFFENDERS ACT 1974

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) Orders 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 that you are employed failure to disclose such convictions may result in the termination of your employment. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

This post requires the employee to undertake an enhanced disclosure check by the Criminal Records Bureau.

Do you have any previous or current criminal convictions and/or cautions? **YES/NO**

I understand that an appointment, if offered, is subject to the information I have given on this form being true and correct and that any offer of employment is subject to a satisfactory Police Clearance, satisfactory references and health report. I understand that withholding or misstating any facts called for above may result in the refusal or termination of my employment.

I declare that the information given on this application form is true and correct to the best of my knowledge.

Signature: Dated:

Check List – Have you completed the following?

- All sections of the Application Form
- Enclosed any supplementary information you may wish us to consider

**POLICY STATEMENT ON THE RECRUITMENT OF
EX-OFFENDERS**

Effective Date	June 2006	Issue number 2
Author:	Human Resources Department	
Scope: This policy applies to all employees, excluding agency or self employed staff.		

Policy Statement

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, the Company complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- The Company is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available upon request to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Company and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows the Company to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in the Company who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- **Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.