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 @ClanmilHousing
 Clanmil Housing Association

Dear Candidate

Re: Application for our residential Care Home

Thank you for your interest in working in joining us working in our residential care homes. I enclose the following forms and information:

1. A job description together with a personal specification for the post;
2. An application form;
3. A fair employment monitoring form – please enclose this in a sealed envelope marked confidential with your completed application form;
4. Role profile for Housing with Care Department.

Please note that all essential criteria listed in the job advertisement must be clearly outlined in the completed application form. Clanmil Housing reserves the right to use heightened, but not different criteria to shortlist. For example, where a minimum standard is referred to in the criteria, candidates who exceed the minimum may be selected.

Clanmil Housing is an equal opportunities employer. A copy of our equal opportunities policy is available from the office on request. Please note that due to this policy CVs will not be accepted either in place of an application form or as supplementary information.

Finally, please note the closing date of our jobs as we will not be able to consider applications received after that date. We look forward to receiving your application and if you need further help, give us a call on 028 9086 6011 or recruitment@clanmil.org.uk.

Yours sincerely

Clanmil HR Team
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Providing homes for people to live well



INVESTORS
IN PEOPLE | Silver

NATIONAL
HOUSING
FEDERATION

An Equal Opportunities Employer

(Registered 12 April 1973 No IP 136 under the Industrial and Provident Societies Act (NI) 1069 and as a Housing Association 4 March 1977 No R11 under the Housing (NI) Order 1976)
ALSO AT: **North & West Regional Office**, 20 Somme Park, Altnagelvin, Londonderry BT47 2NE Tel 028 7134 2573 Fax 028 7131 2103 **Dungannon Regional Office**, Anderson House,
12 Thomas Street, Dungannon, Co. Tyrone BT70 1HN Tel 028 8772 2121 Fax 028 8775 3870. Registered with The Charity Commission for Northern Ireland NIC103840. Clanmil Housing
Association is registered with Financial Conduct Authority reference number 683278

CLANMIL HOUSING

Our Care Team

(Home Managers, Senior Carers, Care Assistants, Cooks & Domestic Teams)

At Clanmil we pride ourselves on being a bit different. We want to inspire our people to be their best, to make a difference every day and to challenge themselves by trying new things. We do a lot of serious work, but we try to have fun doing it.

We ask our care staff to deliver for our core business by displaying the following:

Be Good

- Be ethical and work with integrity, trust and fairness.
- Encourage respect and help us do our bit to make people's lives better.
- Be conscientious - conscientious people are aware of how good interpersonal interactions positively affect our residents' health and well-being. Conscientious people also have a strong intuition about what is normally right and wrong as well as how to treat others.
- Be positive, be happy, be energised and most importantly be passionate - few people are quite as addictive to be around as those with a spirited, passionate energy for their jobs. Share your energy with everyone and you'll find it's contagious, benefitting everyone around you and bringing your projects ever-greater success.

Be Positive

- Happy employees make our residents happy - it might sound rather straightforward, but happiness and satisfaction will inevitably lead to a great place for our residents to call home.
- Be positive, patient and polite with all our residents - remember you are in their home and everyone deserves to love where they live.
- Be aware that nothing is perfect and things will go wrong - know that this is not a failure but an opportunity to address and fix mistakes.
- You will need to be resilient, learn not to take things personally, read between the lines and be a great listener and a great team member.
- Listen with a view to resolving issues together as a team and be empowered to deliver solutions.
- Be energised - you are the face of Clanmil - be proud of the company and let others feel it is a great place to work.

Be Ambitious

- Be creative about our business and our sector, learn, be curious, lift your head and look beyond your vision, ask questions - we'll work together to find the answers.
- Be adventurous, creative and open minded. Try new things and be positive about changes.
- Be self-aware and critically reflective and have a deep desire to keep learning.

Be Hard Working

- You will need to appreciate that residential care settings are not the traditional 9-5, Monday to Friday jobs. The home is open 24-hrs and requires cover at all times. Flexibility and willingness to step up and cover where necessary should never need discussion. In return, the business promises to fairly allocate shifts and be flexible with you where it can.
- Be consistent, persevere, work to your full potential and give it all your effort and dedication.
- Really care about the things that matter, you need to care about social housing and residential care and the people who work and live in our homes.
- Positive energy and knowing what success looks like will pay you back - we want everyone to love their job and we promise you will feel deeply rewarded by making people's lives better!



HOUSING WITH CARE - APPLICATION FORM

Closing Date for receipt of completed applications:

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Electronic versions can be obtained by emailing recruitment@clanmil.org.uk. Completed applications can be emailed or posted to Clanmil Housing FAO Recruitment- HR, Freepost: BEL3106, Belfast, BT1 2BR. All further communication will be received via telephone and/or email.

The job application is for:-		Location:-	
<input type="checkbox"/>	Care Assistant	<input type="checkbox"/>	Marriot House – Magherafelt
<input type="checkbox"/>	Cleaner	<input type="checkbox"/>	De La Cour House – Belfast (east)
<input type="checkbox"/>	Cook	<input type="checkbox"/>	Giboney House – Belfast (east)

SECTION 1: PERSONAL DETAILS (Please complete this section in block capitals)

Surname:		First Name:-	
Address:			
		Postcode:	
Telephone No		Email:	

SECTION 2: EXPERIENCE

Present/most recent employment.

Name & address of current employer			
Postcode:			
Current position			
Start date		Leaving date	
Notice period if required		Reasons for leaving	

SECTION 3: Essential criteria

Please share why you want to work in our Care Home and what experience you bring. This could have been obtained in work or through volunteering. It is essential to have at least 6 months experience.

Please demonstrate clearly how and to what extent you meet each requirement in the correct section. It is the candidate's responsibility to clearly demonstrate in the correct section how they meet the criteria to be shortlisted for interview.

I give consent to the processing, for the 'specified purposes' of all personal information provided to Clanmil (or Recruitment Agencies acting for Clanmil) in connection with this employment application; and any offer of employment that is taken up by me following the recruitment process. The 'specified purposes' are as follows:

- **Purposes connected with this employment application**
- **Purposes connected with your employment with Clanmil if your application is successful**

I declare that this information is accurate to the best of my knowledge.

Incomplete applications may not be considered.

Signed:	Date:
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For details on data held on all applicants and employees, you should refer to the Employee Privacy Notice on our website and intranet.



RECRUITMENT MONITORING FORM

CONFIDENTIAL

Clanmil Housing Association Equal Opportunities Monitoring Form

Reference no:

Guidance Notes:

We are an Equal Opportunities Employer. We aim to provide equality of opportunity to all persons regardless of their religious belief; political opinion; sex; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

We do not discriminate against our job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

In this questionnaire we will ask you to provide us with some personal information about yourself in order to monitor the *community background* and *sex* of our job applicants and employees in order to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

Community Background:

Regardless of whether they actually practice a particular religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant community:

☐

I am a member of the Roman Catholic community:

☐

I am not a member of either the Protestant or the

Roman Catholic communities:

☐

If you do not answer the above question, or if you tick the "not a member of either" box, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

Sex:

Please indicate your sex by ticking the appropriate box below:

Male:

☐

Female:

☐

You are not obliged to answer the remaining questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer the questions below to help us promote equality of opportunity.

Age:

Please state your date of birth:

Date of Birth: _____

Racial Group:

Please state your country of birth:

My country of birth is: _____

Please state your nationality:

My nationality is : _____

Please indicate which of the following applies to you:

White ☐ Chinese ☐

Irish Traveller ☐ Indian ☐

Pakistani ☐ Bangladeshi ☐

Black Caribbean ☐ Black African ☐

Black Other ☐

Mixed ethnic group (please state which): _____

Any other ethnic group (please state which): _____

Marital Status / Civil Partnership Status:

Please indicate whether you are married or in a civil partnership by ticking the appropriate box below:

Are you married or in a civil partnership?

Yes: ☐ No: ☐

Disability:

Under the *Disability Discrimination Act 1995* you are deemed to be a disabled person if you have cancer, multiple sclerosis or HIV infection.

Also, you are deemed to be a disabled person if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

Do you consider that you are a disabled person?

Yes: ☐ No: ☐

If you answered “yes”, please indicate the nature of your impairment by ticking the appropriate box or boxes below:

Physical impairment, such as difficulty using

your arms, or mobility issues requiring you to use
a wheelchair or crutches:

☐

Sensory impairment, such as being blind or

having a serious visual impairment, or being deaf
or having a serious hearing impairment:

☐

Mental health condition, such as depression
or schizophrenia:

☐

Learning disability or difficulty, such as

Down’s Syndrome or dyslexia, or **Cognitive impairment**,
such as autistic spectrum disorder:

☐

Long-standing or progressive illness or health condition,

such as cancer, HIV infection, diabetes, epilepsy or
chronic heart disease:

☐

Other (please specify):

.....

Sexual Orientation:

Please indicate your sexual orientation by ticking the appropriate box below:

My Sexual Orientation is:

I am straight:

☐

I am gay or lesbian:

☐

I am bisexual:

☐**Dependants / Caring Responsibilities:**

Do you have dependants, or caring responsibilities for family members or other persons?

Yes:

☐

No:

☐

If you answered “yes”, are your dependants or the people you look after?

(Please tick the appropriate box or boxes):

A child or children:

☐

A disabled person or persons:

☐

An elderly person or persons:

☐

Other: please specify:

Political opinion:

Please indicate your political opinion by ticking the appropriate box below:

My political opinion is:

Unionist:

☐

Nationalist:

☐

Other, please specify