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| **About Health & Independent Living Support (HILS)** |

HILS is a charitable not-for-profit social enterprise that was established in 2007 to deliver meals on wheels in Hertfordshire. From small beginnings with two vehicles, seven staff, and a team of volunteers, HILS has now grown into a thriving, community-focused business, providing meals on wheels and a wide range of other caring support services, 365 days a year, to older and disabled adults . HILS provides employment for over 350 staff, is supported by volunteers, runs a fleet of 140 vehicles, and operates in Hertfordshire, Hampshire and West Sussex.

HILS strives to deliver an excellent and caring service to every one of its clients, whilst also making a positive contribution to the communities that we serve. We believe in providing a caring, community-centred, and high-quality service in a cost-effective way. In addition, we are committed to making a real difference to our clients and communities, engaging with wider social initiatives, and investing in our staff. We have achieved a great deal over the past few years, but we are still striving to improve everything we do. We want to change the world for the better!

HILS is looking for team members who are caring, flexible, committed, and have great personal skills. If you have an interest in working with older and vulnerable people, and you identify with our organisation’s values – you’ll be a great fit. Our values are:



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| **Application Guidance** |

Thank you for your interest in Health & Independent Living Support (HILS). Please complete this simple application form by filling in all the required areas. If you have any queries about completing this application form, questions about the role you are applying for, or any other issues, please contact us on the phone number provided below. Once you have completed this application form, please return it by email or post.

**For questions call:** the HR Team on 01462 600480

**Email application to:** jobs@hils-uk.org

**Or post to:** HR Team, HILS, Unit 14, Green Lane One, Blackhorse Road, Letchworth, SG6 1HB

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| **SECTION 1: PERSONAL DETAILS** |

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| **Title:** |  | **First name:** |  |
| **Middle names:** |  | **Surname:** |  |
| **Address line 1:** |  |
| **Address line 2:** |  |
| **Town:** |  | **Postcode:** |  |
| **Email address:** |  |
| **Telephone** | **Home:** |  | **Mobile:** |  |

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| **SECTION 2: JOB ROLE & ELIGIBILITY** |

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| **Role applied for at HILS:** |  |
| **Location of role applied for:** |  |
| **How did you hear about this role?** |  |
| **Do you currently have the right to work in the UK?** | YES [ ]  NO [ ]  |
| **Do you have any convictions that are not spent under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975?** | YES [ ]  NO [ ]  |
| **If ‘Yes’, please provide further details (spent convictions do not have to be declared).***NOTE: convictions are not necessarily a barrier to employment with HILS and will be assessed on a case-by-case basis.* |  |

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| **Do you have a full, current UK manual driving licence?**  | YES [ ]  NO [ ]  |
| **If ‘Yes’, have you held this for over 12 months?** | YES [ ]  NO [ ]  |
| **Have you ever been disqualified from driving?** | YES [ ]  NO [ ]  |
| **Have you ever had your driving licence suspended?** | YES [ ]  NO [ ]  |
| **Do you suffer from any medical conditions which you are required to declare to the DVLA as they affect your ability to drive safely?***NOTE: this includes epilepsy, seizures, diabetes, strokes, visual impairments, or neurological conditions. Full list and more information here: www.gov.uk/driving-medical-conditions* | YES [ ]  NO [ ]  |

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| **SECTION 3: EMPLOYMENT HISTORY** |

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| **Please provide us with details of previous employment:** |
| **Name of organisation:** |  |
| **Job title:** |  |
| **Start date:** |  | **End date:** |  |
| **Reason for leaving:** |  |
| **Summary of responsibilities:** |  |
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| **Name of organisation:** |  |
| **Job title:** |  |
| **Start date:** |  | **End date:** |  |
| **Reason for leaving:** |  |
| **Summary of responsibilities:** |  |

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| **SECTION 4: QUALIFICATIONS AND TRAINING** |

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| **Qualifications** |
| **Educational institution (e.g. school or college)** | **Qualification type****(e.g. O-level, GCSE, A level, Degree)** | **Grade or result** | **Year obtained** |
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| **Other qualifications & relevant training** |
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|  **SECTION 5: SUITABILITY FOR THE ROLE**  |

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| **In this section, please explain why you think are suitable for this position**. In your response, you must cover the essential skills, knowledge, experience, and personal qualities stated in the Job Description and Person Specification section of the role. **Please give examples of how your own skills, knowledge, experience, and personal qualities link to the Job Description Person Specification and how they make you suitable for this role.** You can use examples from your current and previous employment, or from your wider life and experience outside work. **The box below will expand as you type.** |
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| **SECTION 6: REFERENCES** |

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| **Please provide the details of two people that we can contact for a reference if you are successful in your application.** |
| **Name of person:** |  |
| **Name of organisation:** |  |
| **Job title:** |  |
| **How do you know them?** |  |
| **Email address:** |  |
| **Phone number:** |  |
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| **Name of person:** |  |
| **Name of organisation:** |  |
| **Job title:** |  |
| **How do you know them?** |  |
| **Email address:** |  |
| **Phone number:** |  |

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| **SECTION 7: ACCESS OR OTHER INTERVIEW REQUIREMENTS** |

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| **If we invite you for an interview, do you need any special arrangements to be made on account of a disability?** |  YES [ ]  NO [ ]  |
| **If ‘Yes’, please give brief details about the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010:** |
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| *NOTE: The Equality Act 2010 defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities (s6). The Act requires an employer to make ‘Reasonable Adjustments’ to working conditions in order to enable disabled applicants and employees to have equal access to employment, training and development opportunities. The information disclosed here will only be used to enable a fair interview and will not be used to discount applicants. We will discuss any reasonable adjustments that may be required before and during the interview.* |

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| **SECTION 8: DATA PROTECTION AND DECLARATION** |

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| **Data Protection Statement:**We are collecting the information in each section of this form to help us assess your job application. We endeavour to ensure that the data you submit to us remains confidential and is used for recruitment purposes only. Any information provided will be kept by HILS in a safe place in accordance with the Data Protection Act 1998. |
| **By signing this form, I certify that:*** The information on this application form is true and correct to the best of my knowledge and I understand that giving false or misleading information may result in dismissal or disqualification.
* I have read the data protection statement above and agree that information from this exercise can be stored and processed in the manner described.
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| Signature: |  | Date: |  |