



Gainford Care Homes Ltd  
Gainford House  
Picktree Lane  
Chester-le-Street  
Co. Durham  
DH3 3SR  
Tel: +44 (0)191 389 5810  
Email: [admin@gainfordcarehomes.com](mailto:admin@gainfordcarehomes.com)

# Application Pack

# **GAINFORD CARE HOMES LIMITED**

Job Title: COOK

Accountable To: HOME MANAGER

## Job Summary

To provide a qualitative standard of catering that meets the needs of each service user within the budget available.

## Responsibilities

1. To be aware of and ensure implementation of all Health and Hygiene Regulations relating to the provision of a service of the highest standards
2. Effective menu planning that reflects a balanced diet, and incorporates the special needs of individuals where a specific type of diet is required e.g. diabetic, fat free.
3. To ensure the cleanliness of all catering/kitchen equipment and appliances is of a high standard as required by Environmental Health Regulations.
4. To ensure that the presentation of food is appetizing at all times, and the temperature is correct.
5. Formation of a catering policy with the Home Manager that provides a quality service at all times.
6. To implement a systematic process of ordering food/beverage supplies and addresses the ordering/purchase of these with minimum delay and in consultation with the home manager.
7. To attend in service training and educational sessions as required.
8. To ensure that the Fire, Health and Safety policies and procedures are known and implemented at all times both personally and by other catering/kitchen staff.
9. To plan duty rotas for kitchen and catering staff in consultation with the Home Manager in a timely way.

The above job description is not an exhaustive list of duties and may change due to the needs of services we provide.

Signature of Job Holder ..... Date .....

Signature of Home Manager ..... Date .....

# Application For Employment

Gainford House, Picktree Lane  
 Chester-le-Street, Co. Durham, DH3 3SR  
 www.gainfordcarehomes.com  
 admin@gainfordcarehomes.com  
 Tel: 0191 389 5810  
 Fax: 0191 389 5811



## Personal Information

Name:			
Home Address:			
Town, County, Postcode:			
Telephone Home and/or Work:			

## Position Applying For

Job Title:			
PIN No. (if applicable)		Expiry Date:	

## Education

Secondary education:			
Qualification/Dates obtained:			

Further, higher or professional Education:	Course and dates attended; Qualifications obtained and name of awarding body:

Particulars of any other training relevant to the post

## EMPLOYMENT HISTORY

Present Employer:

Position Held:

Dates Employed:

Notice Required:

Brief Summary of Duties:

Previous employment - in date order:

Employer

Position

Date from/to

Reason for leaving

Any gaps in employment must be recorded.

## PERSONAL STATEMENT

Please give reasons why you want this post together with any other information you wish to add to support your application:

Please give below two referees, one of which must be your present employer if you are in employment. The second referee should also be able to comment on your suitability for this post.

## REFERENCES

Name:	Name:
Job Title:	Job Title:
Address:	Address:
Telephone:	Telephone:
Can your present employer be contacted for a reference? Yes/No	

## REHABILITATION OF OFFENDERS ACT

Because of the nature of the work for which you are applying, this post is exempt from 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 of employment any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application to which the order applies.

Have you ever convicted of a criminal offence? Yes/No

If the answer immediately above is yes, please set out full details of the conviction(s) on a separate note which you should sign and attach to the application form.

I believe that the statements made in this form are true and accurate to the best of my knowledge and belief.

I have completed and signed this application myself

I have completed this application on behalf of the applicant

Signed .....

Signed .....

Date: .....

Print Name .....

Date: .....

This form should be returned to:

The successful candidates will be asked to apply for disclosure via the Criminal Records Bureau. The level of disclosure for this position is Enhanced. Further information about the Disclosure Service can be found at [www.disclosure.gov.uk](http://www.disclosure.gov.uk) or by contacting the Criminal Records Bureau line of 0870 9090811

# Equal Opportunities Questionnaire

Gainford Care Homes Limited aim to be an equal opportunities employer, and we select staff solely on merit, irrespective of race, sex, disability or age. In order to monitor the effectiveness of this policy, we request all applicants to provide the information indicated by ticking the appropriate selection.

A) Post applied for: \_\_\_\_\_

B) Gender: Male / Female

C) Ethnic origin:

1.	UK/European	_____
2.	Caribbean	_____
3.	Asian	_____
4.	Other (please state)	_____

D) Are you registered disabled? Yes / No

E) Age Range:

17-30	_____	31-40	_____	41-50	_____
51-60	_____	60 +	_____		

F) Source of Information – how did you hear about this vacancy?

Internal advert \_\_\_\_\_

Job Centre \_\_\_\_\_

Press (which newspaper) \_\_\_\_\_

Other source (please specify) \_\_\_\_\_

Date: \_\_\_\_\_

All information will be held in the STRICTEST OF CONFIDENCE

# Declaration of Health

Home Location \_\_\_\_\_

To be completed by the employee:

Name:	D.O.B.
Address:	

Have you ever suffered from any of the following?	
Depression/Anxiety State, Nervous Illness or Breakdown	Yes / No
Epilepsy or Disease of the Nervous System	Yes / No
Aliment of Lungs or Chest	Yes / No
Spinal Problems	Yes / No
Arthritis, Rheumatism or Gout	Yes / No
Any Heart or Circulatory, including Blood Problems	Yes / No
Illness of the Digestive System	Yes / No
Illness of the Kidneys	Yes / No
Diabetes	Yes / No
Major Accident, Operation or Physical Defect	Yes / No
Skin Disorder	Yes / No

Are you presently taking or undergoing any treatment?	Yes / No
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What is your average daily consumption of:	Alcohol	_____
	Tobacco	_____

Are you pregnant? (where aplicable)	Yes / No
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If you have answered yes to any of the following questions, please give details including dates:

This Section to be completed by the Employee:

Signed:	Date:
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To be completed by the Manager:

Signed:	Date:
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