

Pre-Employment Health Declaration

Surname:	Title: Mr / Mrs / Miss / Ms / other
Forename: (s)	Date of Birth:
Home Tel:	Mobile:
email address:	
Home Address:	
	Post code:

Job applied for: Care Support Worker
Department:
Workplace Location:
Appointing Manager:

Important: This form is issued to help identify any health problems or disability that may be relevant to your application. It is not a confidential medical document so please **do not** write any confidential medical history. Any specific medical questions will be asked by the occupational health advisor if there is any need to contact you.

Please read the guidance notes before answering **all** of the questions. Failure to answer **all** of the questions will delay the processing your application

Have you had or do you suffer from any of the following	YES	NO
Any physical or mental condition that might affect your ability to do or be made worse by doing the job you have applied for? <i>See guidance note 6</i>		
Any physical or mental health condition that might affect your safety or the safety of others at work? <i>See guidance note 6</i>		
Any disabilities (as defined by the Equality Act 2010)? <i>See guidance note 5</i>		
Do you need any adjustments made to your workplace, workplace equipment or working practices?		
Have you been retired or had your work contract terminated due to ill health?		
Have you ever applied for or been awarded compensation for a workplace injury or illness?		
Any other condition or health problem that the Occupational Health Unit should be made aware of or you want advice about? <i>See guidance note 6</i>		

I (print name)

Confirm that to the best of my knowledge, the answers given above are true and correct. I also confirm that I have read and understand the guidance notes before making the above declaration and understand that failure to disclose any relevant information may result in serious action including dismissal.

Signature: Date:

If your application is successful, this document will be held in secure storage in your personnel file. If your application is unsuccessful, it will be held in secure storage for 6 months then destroyed.

Guidance Notes for making a Pre Employment Health Declaration

IMPORTANT!! Please read this information **before** completing the declaration

1. Purpose of the Pre-Employment Health Declaration

This declaration is used for the following purposes:

- To help identify employees who need further health assessment or advice.
- To enable the Occupational Health Adviser to give an opinion on your fitness for your new job.
- To be a simple record of your health status at the time you started your new job.

If you answer YES to any question, you will be contacted by an Occupational Health Advisor (OHA) and they will conduct a short interview over the phone. In certain cases, you may be asked to attend in person for an interview with an OHA or a Doctor. They will then provide an opinion to the manager on your fitness for your new job. Very few applicants are found to be unfit for employment.

Failure to disclose a condition that you know might affect your work could limit your rights in respect of the Equality Act, and adversely affect the Council's ability to implement reasonable adjustments to assist you.

2. Function of the Occupational Health Unit

The council's Occupational Health Advisers are specialist Registered Nurses. They will provide an opinion to your manager on your fitness for a particular job. They also provide advice about making reasonable adjustments to the employee's workplace, equipment or duties to help them start or continue employment.

Pre-employment assessments can not be conducted retrospectively, once an employee has been appointed. If a manager needs advice on a new employee's fitness for post they must make a medical referral in the usual way.

3. Confidentiality of information

The declaration will be processed by Occupational Health Advisors. **Please do not write any confidential medical history or information on the declaration form.** However, the information collected will be treated as confidential personal information.

Strict standards of medical confidentiality and the Data Protection Act will apply to any additional information that you give to an Occupational Health Adviser or Doctor. Occupational Health case notes are stored as a separate confidential file. They are not shared with any other external department or agency.

Occupational Health Advisers will provide the appointing manager with an opinion on your medical fitness for a particular job and advise them about any reasonable adjustments that are needed. However, specific details about your medical history can only be given to the appointing manager with your consent.

4. Data Protection Act 1998

Personal information collected on this declaration will be processed and stored in full accordance with the Data Protection Act 1998. The information collected will only be used for the stated purposes. It will not be shared with any external agency.

If a job application is successful, the declaration will be stored in an individual's permanent employment record. If a prospective employee does not start employment the declaration will be kept for no longer than necessary and then destroyed. This is usually for a period of up to six months to allow for the consideration and resolution of any disputes or complaints.

5. Equality Act 2010

Under the Act, your employer has a duty to make 'reasonable adjustments' to make sure you are not put at a substantial disadvantage by employment arrangements or any physical feature of the workplace.

The DDA defines a person as having a disability where they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

6. What Health Conditions do we want to know about

You should declare a physical or mental health problem by answering "yes" if that problem:

- has caused previous episodes of long term sickness absences from work (more than 20 days in the last 12 months);
- has caused previous repeated short term sickness absences (more than 6 separate absences in the previous 12 months);
- was caused by a previous employment;
- is likely to cause future absences;
- is likely to become progressively worse and is likely to be made worse by your new work;
- is likely to prevent you carrying out your contracted duties or prevent you using equipment necessary to do your job;
- is likely to prevent you working your contracted hours;
- causes any difficulties with communication, such as hearing, speech or eyesight;
- prevents you operating the equipment necessary to do your job;
- prevents you using the personal protective equipment needed for that job;
- could put yourself or others at risk of injury;
- it affects your mood, memory, ability to learn or social skills; or
- it restricts your movement, strength or posture.

In addition you must declare by ticking the appropriate box any condition when:

- You are taking medication where side effects may affect you at work
- A doctor has warned you not to do particular types of work or other activities
- If you have now or in the past any drug or alcohol problems

7. Health declarations by teachers and support staff in educational settings

The pre-employment health assessment of teachers will be conducted in accordance with The Education (Teachers) Regulations 1993. Further guidance has been provided in DfEE Circular 4/99 and the DfEE publication Fitness to Teach (2000). The legislation has been interpreted as applying to other employees that regularly have contact with persons under 19 years old in an educational setting. This includes Teaching Assistants, and other support and administrative staff.

Teachers and support staff have a special duty under this legislation to disclose any known health conditions that may affect themselves or others at work.

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