



Application Form

Position applied for: _____

Personal Details

Title (please tick): Mr. Mrs. Miss. Ms. Other (please specify): _____

First name: _____ Do you hold a current UK Driving License?
Yes No

Middle name: _____ Have you any driving convictions or endorsements?
Yes No (If YES please specify below)

Last name: _____

Address: _____

Postcode: _____

Mobile: _____

Email: _____

National Insurance Number: _____

Date of Birth: _____

Nationality: _____

Are you a Student: Yes /No If Yes Provide details below

Do you require a work permit to work in the UK?
Yes No

Name of College/University: _____

Employment History

- Please start with your present or most recent employment and work backwards. Include periods of unemployment and self-employment. Any discrepancies/gaps in employment dates will be investigated.
- If necessary, continue on a blank piece of paper.

Present/Last Employer	Dates Employed	Position held:
Name and address of company:	From:	Summary of responsibilities and/or achievements:
_____	To:	
_____	Reason(s) for leaving:	
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Telephone No:	Current Salary/Salary on leaving:	_____
_____	£	_____
_____	Grade:	_____
_____	_____	_____



Employment History			
Previous employment record Name and address of company	Dates From	To	Position held (Reason for leaving)



Secondary and Further Education

Name and address of Secondary Schools/Colleges/Universities attended	Subjects Studied	Qualifications Achieved	Grades of Qualifications	Additional comments

Professional/Vocational Qualifications

Qualifications Gained e.g. NVQ , QCF, or other relevant care qualification	Dates Obtained	Awarding/Statutory Body	Registration No.

Other courses completed and ongoing studies:

Year:

NMC Registration (Nurses Only)

Pin No:

DOB:

Expiry Date:

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Personal Statement

This part of the application form gives you an opportunity to provide further information in support of your application. Please state how previous and present experience enables you to satisfy the essential and desirable criteria on the person specification. You may continue on a separate sheet if necessary. A decision to shortlist can only be based on the information provided.

References

Please state below the names and addresses of two referees (including your current or last employer) and covering at least three years of employment. These people will only be contacted if a job offer is made and verbally accepted by you. Referees should not be relatives or personal friends. We reserve the right to contact any previous employer or education establishment mentioned on this application.

EMPLOYER REFEREE (1) add details below:

Name: _____

Job title: _____

Address: _____

Telephone: _____

Email: _____

EMPLOYER REFEREE (2) add details below:

Name: _____

Job title: _____

Address: _____

Telephone: _____

Email: _____



Criminal Convictions/Probity Declaration

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 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about **convictions or cautions** which for other purposes are "spent" under the provisions of the Act, and in the event of employment, any failure to disclose such convictions or cautions could result in dismissal or disciplinary action by the Agency. Any information given will be completely confidential and will be considered only in relation to applications for positions to which the Order applies.

Details of convictions:

Do you have any **criminal convictions** that have not become spent under the Rehabilitation of Offenders Act 1974 and/or any offences for which you are currently awaiting a court appearance? Yes No

Have you ever been disqualified from the practice of a profession or required to practice under specific limitations? Yes No

Do you have any **cautions** that have not become spent under the Rehabilitation of Offenders Act 1974 and/or any offences for which you are currently awaiting a Court appearance? Yes No

Has your employment or contract ever been terminated or suspended – in the UK or abroad – on grounds relating to your fitness to practice (conduct or performance?): Yes No

Data Protection Act 1998

This application form has been designed to provide us with sufficient basic information to carry out a preliminary assessment of your suitability for the post. The information you supply in this form is confidential and will only be used by those involved in the appointment in line with the Data Protection Act 1998.

How did you hear about this vacancy?.....

Declaration

By signing below, I confirm that the information given on this form is, to the best of my knowledge, complete and correct. I understand that any incorrect or incomplete information may lead to my application being refused, my offer of employment being withdrawn, or termination of my employment should I have commenced work.

Signature of Applicant :

Print Name:

Date:

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