

Position applied for:

How did you hear about the job vacancy?

SECTION ONE:

PERSONAL DETAILS

Title and Surname

Forename(s)

Full home address:

Post code

Telephone No:

Email:

NMC Pin No. (Nurses only):

Current driving licence (if required for role)

YES / NO	Expiry Date

Driving licence groups

Details of any endorsements:

Are there any restrictions on your continued residence or employment in the UK?

YES / NO	

If yes, please give details

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SECTION TWO: EDUCATION AND EMPLOYMENT

EDUCATION HISTORY Please continue on separate sheet of paper if necessary

SCHOOLS:	Qualifications gained/subjects and grades:

FURTHER EDUCATION:	Qualifications gained:

OTHER TRAINING/PROFESSIONAL MEMBERSHIP:	Qualifications gained:

continued on next page >

SECTION TWO: EDUCATION AND EMPLOYMENT (CONTINUED)

EMPLOYMENT HISTORY Please continue on separate sheet of paper if necessary

Start date:	End date:	Employer:	Job title & duties in brief:	Reason for leaving:	Rate of pay:

GAPS IN EMPLOYMENT

Please give dates and reasons for any gaps in employment

Please continue on separate sheet of paper if necessary

Start date: End date: Reason for gap in employment:

continued on next page >

SECTION TWO: EDUCATION AND EMPLOYMENT (CONTINUED)

CONCURRENT EMPLOYMENT

Please detail any other employment you would continue with if you were to be successful in obtaining this position

NOTICE PERIOD

How much notice are you required to give in your current post?

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SECTION THREE: PERSONAL STATEMENT & DECLARATION

PERSONAL STATEMENT

Please detail here your specific reasons for making this application, your main achievements to date, strengths you would bring to this position and how you meet the person specification for the role.

If you have a disability, and there are any special arrangements which need to be made should you be short-listed for interview, please contact us to notify us of these.

DECLARATION

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to withdraw an offer of employment or terminate my employment.

I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application.

I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated

Signature:

Date:

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The following pages will be detached from your application prior to it being considered.

SECTION FOUR: **CRIMINAL RECORDS, REFERENCES**

CRIMINAL RECORDS Do you have any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974?

NO YES If Yes please give details

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Have you been convicted of a criminal offence, which is not spent, as defined in the above Act?

YES NO

If yes, please give details of date(s), offence(s) and sentence(s) passed:

The Rehabilitation of Offenders Act does not apply to certain specified professions, nor does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed:

Please also confirm that you are not listed on either of the following (as appropriate):

I confirm that I am not listed on the children's barred list.

OR

I confirm that I am not listed on the adults' barred list.

AND

I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with children/vulnerable adults.

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

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REFERENCES

Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current manager: if you are not in employment, please supply the name of your most recent employer or an academic reference (e.g. tutor or teacher). Please indicate below whether references may be taken up prior to an offer of employment being made and accepted. If so, please ensure that your referees are aware of this application and, if you are providing us with their email address, that you obtain the referee's permission.

CURRENT OR LAST EMPLOYER REFERENCE

Position applied for:

How did you hear about the job vacancy?

Referee one name:

Position:

Address:

Contact phone number:

Can Referee be contacted prior to offer being made?

Yes / No

Referee two name:

Position:

Address:

Contact phone number:

Can Referee be contacted prior to offer being made?

Yes / No
