

Application Form

Applicant Ref:

(office use only)

AN EQUAL OPPORTUNITIES EMPLOYER

NOTES:

- CVs will not be accepted
- Canvassing will disqualify
- Only applications containing all the information which has been sought will be considered
- You are strongly encouraged to complete the equal opportunities section of this form which is used only for monitoring/statistical purposes and is not made available to the panel
- Applications received after the closing date and time will not be considered
- Complete in Black Ink

Job Ref Number:	<input type="text"/>
Job Title:	<input type="text"/>
Closing Date:	<input type="text"/>

For administrative purposes please indicate planned holiday arrangements:

We are under no obligation to take account of your holiday arrangements.

Surname: Title (Mr, Mrs, Miss, Ms, Dr):

First Names: Previous Surname:

Contact Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode:	<input type="text"/>
Contact Number:	<input type="text"/>

National Insurance No:

Email Address:

Would you be willing to receive correspondence by email AND SMS/TEXT? Yes No

Do you hold a current full driving licence valid in the UK? Yes No

If required, do you have access to a car, or a form of transport which will enable you to undertake the duties of this post? Yes No

Please name two referees (not relatives) at least one of whom should have knowledge of your present work and be in a supervisory/managerial capacity. (Please note that we will always seek a reference from your last H&SS/NHS employer).

Title (Mr, Mrs, Miss, Ms, Dr):	<input type="text"/>
Name:	<input type="text"/>
Occupation:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode:	<input type="text"/>
Phone No:	<input type="text"/>
Email:	<input type="text"/>
Can we contact this referee prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Title (Mr, Mrs, Miss, Ms, Dr):	<input type="text"/>
Name:	<input type="text"/>
Occupation:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode:	<input type="text"/>
Phone No:	<input type="text"/>
Email:	<input type="text"/>
Can we contact this referee prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION — GCSE, O-Level, A-Level, NVQ, Secretarial or Equivalent

Subject	Exam Body	Level Attained	Grade	Date

FURTHER EDUCATION

Certificate/Diploma/Degree	Result	Exams yet to be taken	Date Obtained

PROFESSIONAL QUALIFICATIONS (e.g. Nursing, Allied Health Professional, Social Care, Administration, Management)

Name of Professional Body	Type of Registration	Professional Registration No.	Date Obtained	Date of Expiry

Are you currently the subject of a referral to, or an investigation by, your professional body?

Yes No Not Applicable

Have you been involved or are you currently involved in any professional or personal, unresolved or pending issue that might undermine your standing ability to do the job?

Yes No

INDEPENDENT SAFEGUARDING AUTHORITY

Have you ever been referred to the Independent Safeguarding Authority as a result of misconduct involving children and / or vulnerable adults? Yes No

If yes please provide full details below.

EMPLOYMENT HISTORY — PRESENT POST

Employer Name: Period of Notice:

Employer Address: Salary/Wage:

Job Dept/Location:

Job Title: Start Date:

Reason for Leaving:

Employment Status: Permanent Temporary Agency

Principal Duties of Present Post:

EMPLOYMENT HISTORY — PREVIOUS POSTS

Please list all your previous posts beginning with the most recent including periods out of employment and any training.

Name and Address of Employer	Job Title & Band/Grade/Level	Start Date	End Date	Reason for Leaving	Duties

If you have any gaps in your career history, please include and explain these in the box below.

ADDITIONAL INFORMATION

Please include any other information which may be relevant to this application, detailing how you meet each of the criteria as outlined in the personnel specification.

CONVICTIONS / OFFENCES

Under the Rehabilitation of Offenders (Exceptions) Order Northern Ireland, 1979, the Northern Ireland Health and Social Services are included in the list of excepted employers. As such, all criminal convictions may never be regarded as spent and must be disclosed when applying for a post in the Health Service. It is necessary therefore to ask the following questions:

Have you ever been convicted of any criminal offence? Yes No

Are you currently the subject of police investigation or do you have any prosecutions pending? Yes No

List below details of ALL charges, prosecutions, convictions, cautions, bind-over orders—even if they happened a long time ago. You must include any minor matters, any road traffic or motoring offences and any which may be pending.

Please note that disclosure of a conviction does not necessarily debar any applicant from obtaining employment.

MEDICAL HISTORY

Whether you have been in employment or not, please give details and dates of all periods of sickness over the past 3 years up to the date of this application.

Nature of Sickness	Date From	Date To	No of Days	Did you consult a doctor?

Have you ever had to resign, retire or been dismissed from a post because of ill health? Yes No

DISABILITY

Do you require a reasonable adjustment for reasons related to a disability to allow you to:

(a) attend for interview? Yes No

If yes, please give details:

(b) undertake the duties of this post if successful? Yes No

If yes, please give details:

PERSONAL DECLARATION

1. I declare that all the foregoing statements are true, complete and accurate
2. I understand that if I give wrong information or leave out important information I could be dismissed if I take up this job
3. I understand that to take up this job I must have satisfactory references, health assessment and Access NI checks (if applicable)
4. I understand that I may be asked to show some formal identification and evidence of qualifications if required
5. I confirm that as far as I know there are no medical reasons which would stop me from carrying out the duties of this job
6. I agree to you making any necessary enquiries during the recruitment and selection process
7. I understand that canvassing will disqualify me from the selection process for this job
8. I consent to the information I have provided being used within the context of the Data Protection Act 1998
9. I consent to my ISA registration being checked based on the information included in this form.

Your Signature: _____

Date: _____

Please indicate how you became aware of this vacancy:

- HSCRecruit.com HSC Trawl Professional Journal
 Radio Newspaper, please specify: _____
 Other, please specify: _____