

The completion of this application form is part of stage one. This application will be reviewed and a decision made as to whether to proceed to stage two, the interview, based on this information. **PLEASE COMPLETE FULLY AND IN CAPITALS.**

Title of Post Applied For:	
Location(s):	

PERSONAL DETAILS

Last name:		First name:	
Former Last Name (if different):		Middle name:	
Previous surnames (Supply documentary evidence e.g. marriage certificate, deed of name change etc): Previous Name:		Preferred Name:	
Home Address	Tel No (Home):		
Postcode:	Tel No (Mobile):		
	Tel No (Work):		
Please circle contract type	Full Time Part Time Bank	Please circle shift availability	Days / Nights / Mornings / Afternoons / Evenings / Weekends

IDENTITY DETAILS

Nursing and midwifery Council Pin (nurses only)	
National Insurance Number (all applicants)	
Professional Registration Number (all other healthcare professionals)	

CAPACITY TO WORK IN THE UK

Date entered the UK?	
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	Yes No
If yes there are restrictions please provide details.	
If you have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post):	
If you are successful in the application, would you require a work permit prior to taking up employment?	

PREVIOUS EMPLOYMENT

Name and Address of Employer:	Dates of Employment:	Position Held:	Reason for Leaving:	Final Grade/Salary:
Brief Description of Duties:				
Brief Description of Duties:				
Brief Description of Duties:				
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Brief Description of Duties:				

RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE, AND YOUR REASON FOR APPLYING FOR THIS JOB

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OTHER INFORMATION

What other activities outside of work interest you?			
Do you hold a current clean driving license?	Yes No	Do you have access to a car?	Yes No
Endorsements:		Do you have access to other transport? Please detail	Yes No

INTERVIEW AND ASSESSMENT

Do you require us to make any special arrangements in order for you to participate in the recruitment process? For example, large print forms? Or additional time to complete forms?	Yes No
If "yes", please give brief details and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010. This information will not be used in reaching a decision on whether to offer employment.	

REFERENCES

You must provide references from your two most recent employers. Please provide an additional character referee. All will be contacted, therefore please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.

CURRENT OR MOST RECENT EMPLOYER	
Title:	
Full Name:	
Job Title:	
Company:	
Address:	

Tel No:	
Fax No:	
Email Address:	
Please state if we may obtain this reference prior to an interview? Yes / No	
PREVIOUS EMPLOYER	
Title:	
Full Name:	
Job Title:	
Company:	
Address:	
Tel No:	
Fax No:	
Email Address:	
Please state if we may obtain this reference prior to an interview? Yes / No	
CHARACTER REFERENCE	
Title:	
Full Name:	
Relationship to You:	
Address:	
Tel No:	
Fax No:	
Email Address:	

CRIMINAL RECORD

Workers are subject to the Health and Social Care Act 2008, and will be subject to a Police Record Check through the DBS. Please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warnings and cautions. Please note, you may not be eligible for work in a care setting if you are on the DBS Register(s).

Please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warnings and cautions in the space provided below.

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SIGNATURE AND DECLARATION - PLEASE READ BEFORE SIGNING

I declare that to the best of my knowledge and belief the information given by me in this application is true, and I understand that the above information forms the basis of my contract of employment. I understand that if any of the information supplied by me is found to be falsely declared, my contract may have been fundamentally breached and my employment may be terminated immediately.

I understand that I may not be offered a post until a satisfactory response has been received with respect to my DBS Register status, and that should I subsequently be offered a post, that offer will be subject to receipt of two satisfactory references, one of which must be from my previous employer, and that confirmation of the employment will be subject to a satisfactory criminal record check from the DBS.

I understand that until a satisfactory response is received from the DBS, and my employment is confirmed, I will be supervised at all times at work, and will not seek or have unsupervised access to vulnerable people. If the post I have applied for is as a Registered Nurse, my confirmation of employment will also be subject to a satisfactory search of the Nursing and Midwifery Council records and registers. By my signature, I authorise the organisation to request a DBS Register check and a criminal records check from the DBS, on initial employment and at any time during my employment thereafter. I undertake to inform my employer immediately if my DBS Register status or criminal status changes at any time during my employment, such as by being charged with an offence (other than motoring offences), the administering of a warning, criminal conviction, referral to any register of barred care workers, or withdrawal of any registration required by my employment status.

Signature:		Date:	
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Name:	
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The information provided to you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment.

RECRUITMENT MONITORING

Please tick methods you usually use when looking for employment and the method in which you heard about this vacancy.

Method	Usually Use	Heard about Horizon
Jobcentre Plus		
Universal Job Match		
Indeed		
Totaljobs		
Monster		
CV Library		
My Sheffield Jobs / My Job Group		
Reed		
Nurses.co.uk		
NichejobsLtd.co.uk		
Carehome.co.uk		
Staffnurse.com		
Careandnursejobs.co.uk		
Careworx		
University of Sheffield		
Sheffield Hallam University		

Method	Usually Use	Heard about Horizon
Job Fair		
Billboard Advert		
Sign/Banner Advert		
Radio Advert		
Newspaper Advert		
Recruitment Agencies, if so which one;		
Word of Mouth		
Visited a Centre		
Personal Referral, if so who;		
OTHER please state.		