

Application for employment – regulated activity

All information will be treated as strictly confidential and no approach will be made to any person without your permission. Please print clearly.

Position applied for:

If you obtained this position, would you continue in any other employment? Yes No

Do we need to make any disability-related adjustments to allow you to take part in the recruitment process? Yes No

If yes, please provide further information:

Are you entitled to enter or remain in the UK and undertake the work in question?

Yes No

Personal details

Title: Forename(s):

Surname:

Home address:

Postcode:

Telephone:

Mobile:

Email:

NI Number:

Education and training

School, college, etc

Dates

Qualifications

Care Skills and Professional Qualifications

College, Training Provider, University, etc

Dates

Qualifications

Nurse Information

NMC Pin Number:

Expiry Date:

DBS Information

DBS Certificate Number:

Issue Date:

Are you signed up to the DBS Update Service? Yes No

If yes, please provide Date of Birth:

Working Hours

I am prepared to regularly work up to a maximum of _____ hours per week.

I accept that there cannot be any set minimum daily / weekly working hours. I accept that I cannot work more than 48 hours a week due to the Working Time Regulations 1998 which implemented the European Working Time Directive into GB law, unless I sign an exemption statement.

I accept that the hours I work will be issued on the agreed working rota

Employment history – Please explain any gaps between employment			
Current / Most Recent Job			
Employers name:		Rate of pay:	
Job Title:		Notice required:	
Reason for leaving:			
Brief description of duties:		Dates (month & year)	
		From	To
Employers name:		Rate of pay:	
Job Title:		Notice required:	
Reason for leaving:			
Brief description of duties:		Dates (month & year)	
		From	To
Employers name:		Rate of pay:	
Job Title:		Notice required:	
Reason for leaving:			
Brief description of duties:		Dates (month & year)	
		From	To
Employers name:		Rate of pay:	
Job Title:		Notice required:	
Reason for leaving:			
Brief description of duties:		Dates (month & year)	
		From	To

Employment history – continued...			
Employers name:		Rate of pay:	
Job Title:		Notice required:	
Reason for leaving:			
Brief description of duties:		Dates (month & year)	
		From	To
Employers name:		Rate of pay:	
Job Title:		Notice required:	
Reason for leaving:			
Brief description of duties:		Dates (month & year)	
		From	To
Employers name:		Rate of pay:	
Job Title:		Notice required:	
Reason for leaving:			
Brief description of duties:		Dates (month & year)	
		From	To
Employers name:		Rate of pay:	
Job Title:		Notice required:	
Reason for leaving:			
Brief description of duties:		Dates (month & year)	
		From	To

References

Please provide the contact details of at least two references, one of which must be from your current or most recent employer.

Reference 1

Name:

Job Title:

Organisation:

Address:

Post code:

Telephone:

Email:

May we contact this reference prior to interview? Yes No

Reference 2

Name:

Job Title:

Organisation:

Address:

Post code:

Telephone:

Email:

May we contact this reference prior to interview? Yes No

Reference 3

Name:

Job Title:

Organisation:

Address:

Post code:

Telephone:

Email:

May we contact this reference prior to interview? Yes No

Reference 4

Name:

Job Title:

Organisation:

Address:

Post code:

Telephone:

Email:

May we contact this reference prior to interview? Yes No

Please tell us why you are applying for this job, your main achievements to date and the strengths you would bring to this post.

**Question asked under the Health and Social Care Act 2008
(Regulated Activities) Regulations 2014**

Do you have any physical or mental health conditions which are relevant to your capability, after reasonable adjustments are made, to properly perform the tasks which are intrinsic to this employment? Yes No

If yes, give details:

Privacy notice

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

Declaration

The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Signed:

Date:

Please return your form to: Saint Cecilia's, 1 Eastway, Eastfield, Scarborough, YO11 3LS

Declaration under the Protection of Freedoms Act 2012

The post for which you are applying is a 'regulated activity' within the meaning of Part 5 Chapter 1 of the Protection of Freedoms Act 2012 and it is a **criminal offence** for a 'barred person' to apply to work in a regulated activity. If you are a barred person you **must not** proceed with this job application.

If your application is successful you will be required to co-operate with us in obtaining a disclosure of criminal convictions and in checking your barred status with the Disclosure and Barring Service.

Declaration

Are you a barred person? Answer "Yes" or "No" _____

Do you have any outstanding safeguarding investigations or suspensions, criminal prosecutions or convictions that might lead to your being barred from working on child-orientated premises (e.g. schools), with children or with protected adults?

Answer "Yes" or "No" _____ If "Yes", give full details:

Do you have any convictions, cautions, reprimands or final warnings that would not be filtered in line with current guidance?

Answer "Yes" or "No" _____ If "Yes", give full details

Surname (print) _____

Forenames (print) _____

If you have previously had any other surname(s) or forename(s), you must declare all of them below and state the date of each change and the reason.

Signed _____ Date _____

Statement on the recruitment of ex-offenders

Introduction

As an organisation using the Disclosure and Barring Service's (DBS) checking service to assess applicants' suitability for positions of trust, we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

We are committed to the fair treatment of our employees, potential employees and users of our services, regardless of their offending background.

Policy

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the organisation and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974, and in the secure handling of "sensitive personal data", e.g. DBS checks.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

This policy document is made available to all DBS applicants at the outset of the recruitment process and we make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.