

Application for Employment

Surname:	Date of Birth:
Forenames:	National Insurance Number:
Address:	
Postcode:	
Telephone:	
Email:	
Do you consent to us using your personal email address to send you work related communications? Yes/No	
Do you have a valid driving licence for the UK? Yes/No	
Do you have access to a vehicle which can be used for work purposes? Yes/No	
Are you legally eligible for employment in the UK? Yes/No	
Do you require a work permit? Yes/No	
Nurses only: Pin No:	Date of registration: Expiry date:
Professional qualifications & levels held:	
All applicants: Please detail any other professional qualifications/awards held (e.g. NVQ)	

Certificates / further training: detail any current training you have attended in the following:

	Yes	No	Date attended	Training from
Manual Handling				
First Aid				
Health & Safety				
Infection Control				
Food Hygiene				
Safeguarding/Adults Children				

Full work record (since leaving school)

List your previous employment, starting with present or most recent, include any unemployment gaps, e.g. maternity break or break to care for dependents or period of unemployment.

Use a continuation sheet if required. CV's can be sent in as an addition to this section.

Date to / from	Employer Name & Address	Job Title / responsibilities	Reason for leaving

Reasons for applying: After reading the job description please tell us why you are applying for this post and how you feel you meet the requirements listed in the person specification. Give as much information as necessary to demonstrate the skills, experience and knowledge you have gained in employment and/or through domestic / family experience.

References - please give the names of the people who have agreed to supply your references. One reference must be from your present / most recent employer, of not less than 3 months duration. Relatives or friends are not acceptable as referees. Additional referees may be requested if necessary. **References will not be taken up prior to an offer of employment.**

1. Name:	2. Name:
Address:	Address:
Post Code:	Post Code:
Job Title:	Job Title:
Telephone Number:	Telephone Number:
Capacity in which known:	Capacity in which known:
Notice required from present employer:	
If successful and given a provisional job offer, do you consent to us contacting the listed referees: <div style="float: right;">Yes / No</div>	

How many hours a week are you able to work?

Times Available for work (Please tick if available)							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Lunch							
Tea							
Bed							

Equality Act 2010

Under the terms of the Act a disability is defined as a “physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities” SPDNS welcome applications from disabled people.

Do you consider yourself disabled? **Yes / No** or Do not wish to disclose: ☐

If yes, do you need special arrangements to enable you to attend for interview? **Yes / No**

Disclosure and Barring Service (DBS)

All applicants who are offered employment with SPDNS Nurse Care will be required to seek a Disclosure and Barring Service check and on receipt of the check must present this to SPDNS. Failure to provide your DBS check will prevent your application being considered. Enhanced DBS checks with Adults and/or Children’s Barred list check will be required for positions which meet the definition of Regulated Activity. SPDNS complies with the DBS Code of Practice, a copy of which is available on request.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? **Yes / No**

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? **Yes / No**

If so, please attach this information on a separate sheet put into an envelope (marked private and confidential) for the attention of Pat Brand, HR Administrator and enclose with your application.

Declaration

The enclosed is, to the best of my knowledge, complete and accurate in every respect.

I confirm that I am 18 years of age or over, and that I am eligible to live and work in the UK.

I understand that giving false information knowingly will disqualify me from employment by SPDNS

Signed: _____

Dated: _____