

## Application for Employment

### PRIVATE AND CONFIDENTIAL

Please complete in **BLOCK CAPITALS**

Hospital / Unit applied to:	Woodleigh Community / Beech Manor	
Position applied for:		
How did you hear of this vacancy? (include date)		

### PERSONAL PARTICULARS

<b>Full Name:</b>		
Mr/Ms/Mrs/Miss		
Address:	Telephone Number (including STD Code)	
	Home:	
	Mobile:	
	E-mail address:	
	Tick box if you do not want to be contacted at work <input type="checkbox"/>	
Are you a British subject or a national of any EU country?	Yes / No	
If not, do you have the right to work in the UK and a current work permit?	Yes / No	
If so, please state the expiry date of your right to work in the UK and/or your work permit:		
N.I. Number:		
NMC PIN No. if applicable		

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**28 ELMWOOD ROAD, CROYDON CR0 2SG**  
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 Application for Employment

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**EDUCATION AND QUALIFICATIONS**

**QUALIFICATIONS:** Please give details of examinations attempted and results (including any examinations failed)

Name(s) and Address(es) of School(s)/College(s)	Subject/Courses Studied & Level	Examination Result/ Grade (include any examinations failed)	DATES

**FURTHER AND HIGHER EDUCATION:** Please give details of all further and higher education since leaving school including training courses and details of qualifications.

University/College/ Institute Attended	Subjects Studied Type of Training	Qualifications Obtained	DATES

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**PROFESSIONAL ASSOCIATIONS:** Please state whether you are a member of any technical or professional association, and if so, which:

**FOREIGN LANGUAGES:** Please list any foreign languages you speak and your level of competence, both oral and written:

### EMPLOYMENT HISTORY

Please list starting with the most recent, all the organisations for which you have worked:

Name(s) and Address(es) of Employer(s)	Position Held/ Main Duties	Starting/ Leaving Salary	Starting/ Leaving Date		Reason for Leaving

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**SUPPLEMENTARY INFORMATION**

**Please give details of any experience, skill or achievements which you feel may be relevant in your application for employment.**

**Please give dates of any holidays arranged:**

<b>Are you currently subject to any contractual "restraints of trade" clauses?</b>	Yes / No
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**If Yes, please give further information:**

<b>Do you have any commitments which might limit your working hours?</b>	Yes / No
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**If Yes, please give details:**

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<p><b>Have you ever been convicted of a criminal offence, caution, warning or reprimand?</b>  <b>Any of the above are not necessarily a bar to employment.</b></p>	<p>Yes / No</p>
<p><b>If Yes*, please give further information:</b></p>	

*\*REHABILITATION OF OFFENDERS ACT 1974*

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the above Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The post you are applying for involves working with vulnerable adults and as such you will be required to consent to the disclosure of any criminal record you may have by the CRB. If you are offered the post, you will be required to complete an application for disclosure and will not be able to start work until the disclosure is received and approved.

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<b>Salary Range Expected:</b>	
<b>How much notice are you required to give to leave your present employment?</b>	
<b>Have you worked for us before?</b>	<b>Yes / No</b>
<b>If Yes, give details of reason for leaving:</b>	
<b>Please list your interests, sports, hobbies, etc.</b>	

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## Application for Employment

### Ethnic Origin

<b>Asian or Asian British</b>		
<b>Bangladeshi:</b>	<b>AB</b>	<input type="checkbox"/>
<b>Indian:</b>	<b>AI</b>	<input type="checkbox"/>
<b>Kashmir:</b>	<b>AK</b>	<input type="checkbox"/>
<b>Pakistani:</b>	<b>AP</b>	<input type="checkbox"/>
<b>Other:</b> (Please specify)		

<b>Mixed</b>		
<b>White and Asian:</b>	<b>MA</b>	<input type="checkbox"/>
<b>White and Black African:</b>	<b>MF</b>	<input type="checkbox"/>
<b>White and Black Caribbean:</b>	<b>MC</b>	<input type="checkbox"/>
<b>Other:</b> (Please specify)		

<b>Black or Black British</b>		
<b>African:</b>	<b>BA</b>	<input type="checkbox"/>
<b>Caribbean:</b>	<b>BC</b>	<input type="checkbox"/>
<b>Other:</b> (Please specify)		

<b>White</b>		
<b>British:</b>	<b>WB</b>	<input type="checkbox"/>
<b>Irish:</b>	<b>WI</b>	<input type="checkbox"/>
<b>Other:</b> (Please specify)		

<b>Chinese or other ethnic groups</b>		
<b>Chinese:</b>	<b>CC</b>	<input type="checkbox"/>
<b>Other:</b> (Please specify)		

### Country of Birth

<b>UK</b>	<input type="checkbox"/>	<b>Other ECC</b>	<input type="checkbox"/>
<b>Eire</b>	<input type="checkbox"/>	<b>Other</b> (please specify)	

### Do you have prime responsibility for caring for children?

<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
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### Do you have responsibility for caring for elderly or infirm relatives?

<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
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### REFERENCES

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must normally be a previous employer).

<b>Can we approach your present/most recent employer?</b>		<b>Yes / No</b>
Tick in box if you DO NOT wish your employer to be contacted before an offer of employment is made		<input type="checkbox"/>
<b>Name, Position, Address and Telephone Number</b>	<b>Name, Position, Address and Telephone Number</b>	
          <b>Email:</b> @	          <b>Email:</b> @	

### DECLARATION OF APPLICANT

I confirm that the above information is correct.

I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

<b>Signed:</b>		<b>Dated:</b>	
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FOR OFFICE USE ONLY		INTERVIEW RECORD	
<b>Interviewed by:</b>		<b>Date:</b>	
<b>Comments/Areas to Examine:</b>			
<b>Decision:</b>	<b>Reject</b>	<b>Further Interview</b>	<b>Accept</b>
<b>(Tick as applicable)</b>			
<b>Interviewer's report and reasons for decision:</b>			
		<b>Rejection letter sent:</b>	Yes / No
<b>Starting Date:</b>	<b>Starting Salary:</b>		

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