APPLICATION FOR EMPLOYMENT

Form AP2H(A)

PRIVATE & CONFIDENTIAL



Return this form by post or email:
PRN Nursing & Homecare Services
39 Elmer Road, Middleton-on-Sea, PO22 6DZ
01243 582814 | info@prncare.co.uk | www.prncare.co.uk

PRN
Nursing & Homecare Services
"Caring is our Business"

POSITION APPLIED FOR: _____ REF NO: _____

Title:	Schools	Qualifications
Surname:		
Forename(s):		
Address:		
Postcode:		
Email:		
Tel No (Please include code) (Home) (Work) (Mobile)		
Current driving license? Yes ☐ No ☐ Groups: Expiry Date: Details of any endorsements:	College/University	Qualifications
NI No.		
Are there any restrictions on you taking up work in the UK? Yes ☐ No ☐ (If yes, please provide details)	Other training	

OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position.

LEISURE

Please note here your leisure interests, sports and hobbies, or other pastimes, etc.

EMPLOYMENT HISTORY

(Please complete in full using a separate sheet if necessary, starting with your most recent employment and give reasons for any gaps in employment, it is a requirement we have your full employment history)

Name & Address of employer Including Dates From & To:	Job Title & Duties	Salary on leaving	Reason for leaving

REFERENCES

Please provide details of two referees who can provide information relating to your competency in a caring role, one of whom must be your present or most recent employer (referees for qualified Nurses must be professionals). If you are a student, please give an academic referee. If you are applying for a post which requires unsupervised access to children/vulnerable adults, we reserve the right to approach any past employer for a reference.

1.	Name:	2.	Name:
	Position:		Position:
	Organisation:		Organisation:
	Address: Postcode:		Address: Postcode:
	Tel & Email:		Tel & Email:
	May we approach the above prior to interview? Yes ☐ No ☐		May we approach the above prior to interview? Yes ☐ No ☐

GENERAL COMMENTS

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification).

CAUTIONS, REHABILITATION AND CRIMINAL RECORDS

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 Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

In addition you are required to submit to a Criminal Records Bureau check. Any standard or enhanced disclosure made by the CRB/SCRO will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

YES ☐ NO ☐

If YES, please give details

SPECIAL REQUIREMENTS (CARE SECTOR)

Because this position involves the care of children and/or vulnerable adults employment is dependent on the following:

1) Your written consent to obtaining a standard/enhanced disclosure certificate from the Criminal Records Bureau or an approved umbrella body.

2) Such disclosure being acceptable to us.

3) Proof of identity – birth or marriage certificate (where appropriate) and passport (if available).

4) Two satisfactory written references.

5) A full employment history with explanations and any periods of unemployment.

6) Evidence of physical or mental suitability for your work

DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves right the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.

3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/ Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed: ..... Date: .....

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EQUAL OPPORTUNITY MONITORING

Form EO(A)

PRIVATE & CONFIDENTIAL

PRN
Nursing & Homecare Services
"Caring is our Business"

POSITION APPLIED FOR: _____

REF NO: _____

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:-

Date of Birth: .....

I would describe my ethnic group and sex as:- (please tick one box for your ethnic group and one box for your sex)

A) White

English ☐ Scottish ☐ Welsh ☐ Irish ☐ Any other White background, please specify _____

B) Mixed

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐

Any other Mixed background, please specify _____

C) Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

Indian ☐ Pakistani ☐ Bangladeshi ☐ Any other Asian background, please specify _____

D) Black, Black British, Black English, Black Scottish or Black Welsh

Caribbean ☐ African ☐ Any other Black background, please specify _____

E) Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other Ethnic Group

Chinese ☐ Any other background, please specify _____

F) Sex

Male ☐ Female ☐

Name: _____ Signed: _____ Date: _____