

Qualified Nurses/PAMS

Registered Qualifications (Please list)

Date of Qualifying: PIN/Reg No: Expiry:

Employment History (current or most recent employer first)
Please include temporary posts and work experience

From - To	Name and Address of Employer	Job Title, Main Duties and Responsibilities	Final Salary & Reason for Leaving

Notice required in current post:

Bank Details

Next of Kin to be notified in case of emergency

Name of Bank Account Name: Account No. Sort Code	Name: Address:Post Code..... Tel No Relation
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References

Please note here the names, addresses and telephone numbers of two persons from whom we may obtain both character and work experience references. References from your current employer will not be sought without your authority.

1.	2.
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Leisure

Please note here your leisure interests, sports, hobbies etc including positions of responsibility held.

Language Skills

Which languages other than English do you speak and/or write (tick if fluent)

	Speak	Write		Speak	Write
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attendance and Reliability

Please give details of your lateness and absence records over the last 12 months.

Personal Statement

Please utilise the headings in the person specification to describe and evidence how you meet these role requirements. You should give specific examples of your past experience to provide evidence of your suitability.

Continue on a separate sheet if necessary.

Criminal Convictions

By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the provisions of Section 4.2 of the Rehabilitation of Offenders Act do not apply to any employment which is concerned with the provision Of health services and which is of such a kind as to enable the holder to have access to persons in receipt of such services in the course of his/her normal duties. Your answer to the following question should include any 'spent' convictions.

Have you ever been convicted of a criminal offence? YES / NO

If YES, please give details.

Additional Declaration required in accordance with The Care Standards Act 2000

Please answer the following questions:	
1. Are you currently the subject of any police investigation and/or prosecution, in the UK or any other country?	YES / NO
2. Have you ever been convicted of any criminal offence required by law to be disclosed, received a police caution in the UK, or a criminal conviction in any other country?	YES / NO
3. Are you currently the subject of any investigation or proceedings by any body having regulatory functions in relation to health/social care professionals including such a regulatory body in another country?	YES / NO
4. Have you ever been disqualified from the practice of a profession or required to practise it subject to specified limitations following a fitness to practice investigation by a regulatory body, in the UK or another country?	YES / NO

Additional Health Details

Please list any diseases, disorders or allergies from which you have suffered or do suffer.

Please detail any form of medicine or treatment you are currently and/or regularly receiving.	Doctor's name and address.
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Do you have any disabilities which may affect your duties? YES/NO
If YES, please give details.

DECLARATION - Additional Health Details (Please read this carefully before signing)
 1. I hereby give authority for the organisation to contact my own doctor for any further details of my state of health.
 2. I agree that the organisation reserves the right to require me to undergo a medical examination.
 Signed: Dated:.....

DECLARATION OF CONFIDENTIALITY

Registration implies acceptance of our code of confidentiality.
 In the course of your duties you may have access to confidential information about your clients. On no account must information relating to identifiable clients be divulged to anyone other than your branch manager or his/her assistant.
 You should not disclose ANY information to your family, friends or neighbours.
 If you are worried by any information you have obtained and consider that you should talk about it to someone else MAKE AN APPOINTMENT TO SPEAK IN PRIVATE to your BRANCH MANAGER.
 Failure to observe these rules will be regarded as serious misconduct, which could result in removal from the agency register.
 Signed: _____ Date: _____

DECLARATION (Please read this carefully before signing the Application Form for this post)

I confirm that the above information is complete and correct and that any untrue or misleading information will give the employer the right to reject my application, to withdraw any employment contract offered or, if employed, dismiss without notice.
 Signed: Dated:.....

Equal Opportunities Policy Statement

Policy

RELIABLE PERSONNEL LTD is committed to the principle of equal opportunity in employment and in the support that we offer to families using the RELIABLE PERSONNEL LTD care service.

The purpose of this document is to concentrate on equal opportunity in relation to employment.

The recruitment, selection, training, development and promotion of individuals is on the basis of their qualifications, skills, experience and performance. All employees, potential employees and volunteers will receive equal treatment regardless of race, colour, nationality, ethnic or national origin, disability, trade union membership, sex, age, marital status, religion or belief, or sexual orientation. This will be reflected in all recruitment advertisements.

Please see section below for the main details resulting from the Employment Equality (Age) Regulations which are effective from 1st October 2006.

Principles

RELIABLE PERSONNEL LTD. is committed to providing a working environment in which its employees know that all employment decisions affecting them, including those relating to selection, promotion and pay are made using objective business criteria and that they are based on people's personal skills and potential contribution.

All staff and volunteers must observe and promote this policy. Discrimination will not be tolerated in any form. RELIABLE PERSONNEL LTD. will not tolerate acts that breach its Equal Opportunities Policy and all alleged acts will be taken seriously, fully investigated and where proven will be subject to disciplinary action. All alleged breaches of the Equal Opportunities Policy affecting existing employees should be dealt with in accordance with the RELIABLE PERSONNEL LTD. grievance/disciplinary procedure as appropriate.

Implementing the policy

RELIABLE PERSONNEL LTD management have primary responsibility for the successful implementation of the policy by:

- Not discriminating in the course of employment against fellow employees or job applicants.
- Not inducing or attempting to induce others to practice unlawful discrimination.
- Not discriminating against volunteers in volunteer selection procedures or in the performance of voluntary work for RELIABLE PERSONNEL LTD
- Bringing to the attention of employees that they will be subject of disciplinary action for failure to adhere to this policy.

Age Discrimination

Specific points to be observed resulting from the Employment Equality (Age) Regulations are as follows:

- The regulations cover employment and vocational training. This includes access to help and guidance, recruitment, promotion, development, termination, perks and pay. The regulations cover people of all ages, both old and young.
- When recruiting, age related criteria or age ranges should not be used in advertisements other than to encourage applications from age groups which do not usually apply.
- All employees will have the 'right to request' to work beyond the default retirement age of 65 and all employers will have a 'duty to consider' requests from employees to work beyond 65. Upper age limits for unfair dismissal and redundancy will be removed.
- Pay and terms of employment should not be based on age but reflect the value of contributions and standard of job performance.
- All employees of any age should be eligible for training and development programmes (those near retirement age should not be excluded).

Equal Opportunity Monitoring Form

1. Full Name:
2. Job applied for:
3. Age: Date of birth
4. Gender: Male / Female (circle as appropriate)
5. I belong to the following ethnic grouping: (tick as appropriate)

<p>A: White</p> <ol style="list-style-type: none"> 1. British 2. Irish 3. Any other White background (please specify) <p>.....</p> <p>C: Asian or Asian British</p> <ol style="list-style-type: none"> 1. Indian 2. Pakistani 3. Bangladeshi 4. Any other Asian background (please specify) <p>.....</p> <p>E: Chinese</p> <ol style="list-style-type: none"> 1. Chinese 	<p>B: Of mixed race</p> <ol style="list-style-type: none"> 1. White & Black Caribbean 2. White & Black African 3. White & Asian 4. Any other Mixed background (please specify) <p>.....</p> <p>D Black or Black British</p> <ol style="list-style-type: none"> 1. Caribbean 2. African 3. Any other Black background (please specify) <p>.....</p> <p>F: Any other ethnic group</p> <ol style="list-style-type: none"> 1. Any other ethnic group (please specify) <p>.....</p>
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6. I belong to the following nationality:
7. The space below is for you to provide information on your religion, if you wish, for the purpose of equal opportunities monitoring only.

The completion of this form is voluntary, but it will be appreciated when candidates take the time and trouble to do so. The information contained helps RELIABLE PERSONNEL LTD. to monitor and improve its equal opportunities policies and procedures. I understand that this information may be stored and processed as part of RELIABLE PERSONNEL LTD. monitoring of equal opportunities and I give my consent for my details to be used for this purpose.

Signed: **Date:**

Check List

<ul style="list-style-type: none"> • 2 Passport Photos • Passport / Work Permit • Birth Certificate • National Insurance No • Professional Certificates 	<ul style="list-style-type: none"> • Driving Licence • Utilities showing proof of address • Criminal Records Check (CRB) • Professional References • Personal references
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For Office Use Only

CRB Ref. No: _____