

We are committed to equal opportunities and welcome applications from all sections of the community

POST APPLIED FOR:

Job Reference No:

Closing Date:

1. PERSONAL DETAILS

Name: Mr/Mrs/Ms/Miss (*please specify*)

Address:

Postcode:

Email address:

Tel No: (Home) (Work) (Mobile)

Can we contact you at work? YES/NO

Do you have an entitlement to work in the United Kingdom? YES/NO

If yes, is your entitlement time limited? YES/NO Expiry Date:

National Insurance No:

Do you have a valid driving licence? YES/NO

If yes, please indicate type:

Do you have any live endorsements/penalty points YES/NO

If yes, please provide details:

Do you have business insurance YES/NO

4. EDUCATION/QUALIFICATIONS (Give details of all secondary schools/colleges attended. You will be required to provide evidence of qualifications gained.)

Name of Secondary School/College/ University	Dates		Qualification	Grade attained
	From	To		

Membership of Professional Associations

Please give details of the name of the association, membership grade/level and membership number

5. RELEVANT TRAINING AND NON QUALIFICATION COURSE (Provide details of any training that may be relevant to your application including dates/duration.)

Training Course	Date

6. SUPPORTING INFORMATION

Use this section of the application form to explain why you are applying for the job, concentrating on how your skills, knowledge and personal qualities match the requirements of the person specification. Continue on a separate sheet if necessary.

7. REFERENCES

Please enter the names and addresses of *two* referees. One should be your present or most recent employer. References will only be taken up and considered after selection and an offer of employment has been made. (Please note that relatives or friends may not be used as a referee).

1. Referee

Name:

Relationship:

Address:

Postcode:

Telephone No:

Email:

2. Referee

Name:

Relationship:

Address:

Postcode:

Telephone No:

Email:

8. RELATIONSHIPS

Are you related to any Employee or Client of ASC Healthcare?

YES/NO

Name:

Relationship:

9. DISCLOSURE AND BARRING CHECKS

Offers of employment to regulated/controlled and exempt posts will be subject to a satisfactory enhanced disclosure via the Disclosure and Barring Service.

The Safeguarding Vulnerable Groups Act

In 2012 the new Disclosure and Barring Service (DBS) was launched. All applicants for posts that are defined as a 'regulated' or 'controlled' activity within the Company will be subject to an Enhanced Disclosure via the Disclosure and Barring Service.

Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2 years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must, therefore, disclose whether you have any previous convictions, whether or not they are spent.

Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However you should you not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may later lead to your dismissal.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. Any information that you give will be kept in strict confidence and will be used only in respect of your application for this job.

Only convictions that are relevant to the job in question will be taken into account.

Do you have any spent criminal convictions?

YES/NO

If yes please give details:

10. DECLARATION

To the best of knowledge and belief all the particulars I have given are true. I acknowledge that providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or where the discovery is made after an appointment in termination of contract. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

Signature

Date

11. Equal Opportunities

How would you describe your ethnic origin?

This question is not about nationality or citizenship: It is about colour and broad ethnic group. UK Citizens can belong to any of the groups listed. Please tick appropriate answer.

1. White	
2. Black – Caribbean	
3. Black – African	
4. Black – Other	
5. Indian	
6. Pakistani	
7. Bangladeshi	
8. Chinese	
9. Other	

What is your nationality?	
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Are you:	Male		Female		Married		Single		Other	
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Please select your age group:	
1. 18 – 25	
2. 26 – 35	
3. 36 – 45	
4. 46 – 55	
5. 55+	

Are you registered disabled?	Yes		No	
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This form will be separated from your application upon receipt and will not be available for those undertaking short-listing or interviewing. This information is to develop our equal opportunities policy and is used only for monitoring purposes.

<u>For office use:</u> Details entered by HR Department	Yes		No	
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