



CONFIDENTIAL APPLICATION FORM FOR EMPLOYMENT

Courtfield Healthcare is committed to Equal Opportunities in all areas of our operations and welcomes all applicants irrespective of Sex, Sexual Orientation, Race, Age, Marital Status and Disability. The information which you provide on this application form will be used solely to assess your ability to carry out a particular role. If you have any special requirements in terms of this application process or and role with us then please advise us and we will be happy to help.

Personal Details (please complete in block capitals)

Mr Mrs Miss Ms Dr Other please state.....

Surname..... Forename(s).....

Have you ever been known by any other name - if so please specify.....

Position applied for.....

Permanent address.....

..... Post Code.....

Telephone Home..... Work.....

Mobile..... Email.....

Date of Birth..... National Insurance Number.....

Professional Registration Number..... Date Registered..... Expiry Date.....

NMC Pin Number (nurses)..... Date Registered..... Expiry Date.....

Languages Spoken..... Level of Proficiency.....

Do you hold a full current driving licence? Yes No

Give details of any endorsements.....

Do you have regular use of a

Car Motorcycle Bicycle

Emergency Contact

Name.....

Relationship..... Tel No.....

Right to work in the UK

Do you have the right to work in the UK? Yes No

Nationality.....

Work Preferences

Dates you are free to work from..... To.....

Full Time Part Time Emergency Weekend Evenings

Work preference / type of work wanted.....

Please send your completed application form to: Courtfield Healthcare Limited
Suite 3, 77 North Street, Downend, Bristol, BS16 5SE

Further Education

Where applicable, please include details of examinations which have been or are about to be taken but results of which are not yet available.

College/University	Qualification	Grade/Class (if applicable)	Date obtained

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Voluntary experience

Please detail any relevant voluntary experience that you have

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Professional Qualifications

Awarding Body/Institution	Qualification	Grade/Class (if applicable)	Date obtained

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Employment History

Please provide details of all your employment starting with the most recent / current position, and any gaps for the last 10 years. College leavers must provide details of vacation employment. If necessary continue on a separate sheet.

Employer/Organisation	Dates From – To	Position/Grade	Salary/Hourly rate	Reasons for leaving

Please provide details of duties & responsibilities, giving as much detail as possible.....

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Other information

Please use the space below to give any other information you consider to be relevant, including reasons why you consider yourself a suitable candidate for this position (continue on a separate sheet if necessary).

References

Please supply the names and addresses of at least two people (not relatives) whom we may contact for references. One of these should be from your most recent employer and be from someone of a senior capacity.

Current Employer	Name	Position	Contact Details
			Address Tel No Email

Previous Employer	Name	Position	Contact Details
			Address Tel No Email

Disciplinary & Criminal Issues

Under the rehabilitation of Offenders Act 1974, certain previous convictions can be regarded as “spent” under certain circumstances, but this does not apply to persons seeking employment in Registered Care Homes. The information will be treated in confidence and only taken into account where, in the reasonable opinion of Courtfield Healthcare Ltd, the offence is relevant to the post for which you are applying. Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence later comes to light.

Have you ever been convicted of ANY criminal offence Yes No If yes list details below:-

.....
.....
.....

I hereby give consent for you to liaise with other agencies for example; police, social services, probation service, Yes No

Do you have a recent CRB check; Yes No

Declaration & Confidentiality Agreement

I declare that the details which I have given are true.

I understand that providing any misleading or false information to support my application will disqualify me from registration. I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph and I agree that the information given on this form may be used for registered purposes under the Data Protection Act 1984.

Print Name: **Signature:** **Date:**

Working Time Regulations

You are not required to work for more than an average of 48 hours per week. Only sign the following statement if you wish to be able to work for more than 48 hours per week.

I,, who live at:

Do agree that I may work for longer than the average 48 hours per week. If I change my mind I will give my employer and/or agency not less than one weeks notice in writing to end this agreement.

Signed: **Date:**

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Equal Opportunities Monitoring Form

Private and Confidential

Please complete in full

Courtfield Healthcare Ltd has an equal opportunities policy to ensure that all applicants are treated fairly and are appointed solely on their suitability for the post. All stages of the recruitment process are monitored to ensure that unfair discrimination is not taking place.

Monitoring Check List

For the sole purpose of monitoring our policy, as stated above, please complete the following:

Gender

Male Female Prefer not to say

Age band

Under 30 30-39 40-49 50-59 60-69 70 or over

Disability

Do you consider yourself to have a disability? Yes No

If yes, please state nature.....

Are you registered disabled? Yes No

If yes please state Reg. No.....

Do you consider yourself to have a learning difficulty, e.g. dyslexia, dyspraxia or mental health issues? Yes No
(This information will only be used to support your staff development needs.)

If yes please give details:.....

Your Ethnic Origin

Please indicate your ethnic group

White

White British

White Irish

Any other White background, please specify
.....

Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, please specify
.....

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background, please specify
.....

Black or Black British

Caribbean

African

Any other Black background, please specify
.....

Chinese or Other Ethnic Group

Chinese

Any other background, please specify
.....