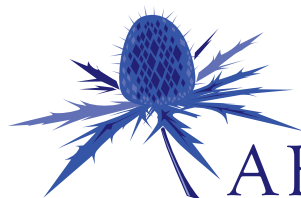


Application Form



ABERNESS
recruitment agency

Please complete this form in black ink and complete all sections

Position Applied for

Your Full Name

I. Personal Details

Title Surname Maiden Name

Previous surnames (if any) Forenames (in full)

Address

Home Telephone Work Mobile

Email address Nationality

May we contact you at work? Yes ☐ No ☐ Please ☒ as appropriate

Date of Birth National Insurance Number

Next of Kin to be notified in case of emergency: Name

Address

Home Telephone Work Mobile

Relationship to you

Which of the following applies to you:

Registered Nurse ☐ Support Worker (agency) ☐ Support Worker (care at home) ☐ Please ☒ as appropriate

NMC pin number

(please enclose copy of statement of entry and pin card)

UKCC registration number

(please enclose copy of registration)

Please submit a current CV with your professional qualifications, employment history of 10 years including any gaps and an explanation of gaps. Dates of employment should be accurate.

Data Protection Statement The personal information (data) collected on this form, and on the attachments, (which includes the collection of sensitive personal data) is collected for the purposes of recruitment, personnel administration (for new employees) and monitoring. Unless you direct otherwise (for example in a situation where you would like this Application kept on file for future vacancies) the Application Forms (and attachments) of unsuccessful applicants will be destroyed after 6 months. It is the policy of the Aberness Recruitment Agency to protect, and keep secure, all personal data collected. All personal data is processed for the purposes of recruitment, and, in the case of successful Applicants, for the satisfactory administration of their employment, and for no other purpose.

Equality of Opportunity Statement The Agency's Equal Opportunities Policy covers all employees, or potential employees, and embraces the principle that all people shall be treated equally, regardless of their age, gender, ethnic origin, nationality, colour, religion, marital status, sexual orientation, religion or belief, disability, or offending background.

2. General Information

Do you hold a valid and current British Driver's Licence? **Yes** ☐ **No** ☐ **Please ✓ as appropriate**

If Yes, what type? (E.g. Provisional, Full, LGV, PCV)

Do you have any endorsements? **Yes** ☐ **No** ☐ **Please ✓ as appropriate**

If Yes, please give details

Please state which languages you speak, including an indication of fluency

Will you be using your car for commuting to work? **Yes** ☐ **No** ☐ **Please ✓ as appropriate**

If yes please submit a copy of your Business Car Insurance. This is required if you are claiming mileage expenses.

Are you a member of a Union or Professional Organisation offering Indemnity Insurance?

Yes ☐ **No** ☐ **Please ✓ as appropriate**

Body Name

Amount of Cover

Policy Number

Expiry Date

3. Preferences regarding work

Please specify which types of work you would prefer. You should tick all appropriate boxes. The service we give depends on accurate, up to date information. Please keep us informed of all developments, in your career and work preferences.

Positions part time ☐ full time ☐

Type of work NHS ☐ Private hospitals ☐ Care home ☐ Care at home ☐ Support services ☐

Other, please specify

live in ☐ days ☐ nights ☐ visits ☐

Do you have any other work commitments? **Yes** ☐ **No** ☐

Which areas of work do you wish to exclude

When will you be available to start work?

4. Working Time Directive

The European Union has laid down guidelines for all workers, governing the length of the maximum working week that it is safe to work. The current limit is 48 hours per week. Because you are under no obligation to accept work offered you will never be compelled to work more than 48 hours per week but you may choose to do so.

Please confirm below that you have read and understood this information indicating your preference.

I do not wish to work more than 48 hours per week **Yes** ☐ **No** ☐ **Please ✓ as appropriate**

Signed

Date:

5. Immunisations - proof of immunisations must be provided

Please submit a copy of your childhood and most recent immunisations. If you wish to work NHS shifts, this should include proof of BCG, MMR and Hep B immunisations. If you do not have this, you will need to contact local pharmacies who will be able to give these vaccines.

6. References

References are normally taken up for candidates selected for interview. Give details of the names/addresses of two work-related Referees. One of the Referees should be your current employer; or if presently unemployed or self-employed, your last employer.

Name

Address

Post code

Telephone

Email

Position

Relationship to you

May we contact the above person now

yes ☐ no ☐

Name

Address

Post code

Telephone

Email

Position

Relationship to you

May we contact the above person now

yes ☐ no ☐

7. Confidentiality Declaration

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 client be divulged to anyone other than your line manager of Abernesh Recruitment Agency. 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 DISCUSS THIS AT THE EARLIEST CONVENIENCE TO YOUR LINE MANAGER.

Failure to observe these rules will be regarded as serious misconduct which could result in disciplinary action being taken against you and possible dismissal.

I have read and I understand the above and I agree to abide by the contents therein.

Signed

Date:

8. Data Protection

Our Regulators and Clients can audit our services on a regular basis to ensure we are compliant with Scottish Law in relation to the supply of nurses and carers. They audit employee files to ensure all employment checks have been carried out prior to assignment to work.

Our Regulators are the Care Inspectorate.

Our Clients are healthcare companies that require the services of our staff. These include the NHS, Barchester, HC-One, Local Council and other smaller private companies.

I give permission for auditors to audit my personal file from Aberneth Recruitment Agency during any inspection.

Yes ☐ No ☐ Please ✓ as appropriate

Signed

Date:

On occasion Aberneth Recruitment Agency may take pictures at our ceilidhs or awards ceremonies or during training in offices etc. We may use these pictures on our website and facebook pages.

I give permission for Aberneth Recruitment Agency to put my picture on media sites from ceilidhs, award ceremonies or training sessions within the office.

Yes ☐ No ☐ Please ✓ as appropriate

Signed

Date:

9. Asylum and Immigration Act 1996

Under Section 8 of the Asylum and Immigration Act 1996 it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless:

That person has current and valid permission to be in the United Kingdom and that permission does not prevent him or her from taking the job in question; or

The person comes into a category specified by the Home Secretary where such employment is allowed

Any employment offered will be subject to the successful applicant producing appropriate evidence that the Asylum and Immigration Act is not being contravened.

Are you eligible to work in the UK?

Yes ☐

No ☐

Please ✓ as appropriate

10. Rehabilitation of Offenders Act

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 2.4 of the Rehabilitation of Offenders Act 1974 (Exemption 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, and should be entered at the end of any particulars you give in support of your application. A copy of our written policies is available on request. A criminal record will not necessarily be a bar to obtaining a position.

Records will be checked via the Criminal Records Bureau procedures

I have no convictions ☐

I have convictions (see Note below) ☐

Please ✓ as appropriate

Note: To protect the confidentiality of this information, please detail convictions on our Self-Disclosure form. Place it in a sealed envelope with your name clearly visible, and headed "Private and Confidential – Self-Disclosure" and attach this to your completed Application Form.

11. Criminal Records – Self - Disclosure (Enhanced)

The Criminal Records Bureau (CRB) has issued a Code of Practice regarding Disclosure Information, a copy of which is available upon request. You will be required to become a member of the PVG (Protection of Vulnerable Groups) Scheme from Disclosure Scotland which will detail all convictions, including those which would otherwise be “spent”, as well as details of cautions, reprimands or final warnings. If you are already a member of the scheme we will require a Scheme Update. The Disclosure Certificate will only be requested in the event that you are successful in your application for employment.

I have never been cautioned by the police or convicted of any criminal offence

Yes ☐ No ☐ Please ✓ as appropriate

Signed

Date:

I have a police record as follows (give details):

I have been questioned by police, arrested or charged with a criminal offence as follows (give details):

Signed

Date:

12. Personal Declaration

I declare that to the best of my knowledge the above information, and all accompanying documents, is correct, and:

I give permission for any enquiries that need to be made to confirm such matters as qualifications experience and dates of employment, and for the release by other people or organisations of such information as may be necessary for that purpose.

I give permission for the processing of the personal data contained in this form for employment purposes

I understand that any false or misleading information could result in my dismissal.

Signed

Date:

For Office Use Only

Initials

Date Application received

Date References requested

Date of Interview

Date PVG requested

Decision

Date Informed

Notes