

GRANGE HALL

Residential & Nursing Care

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care@bordercare.com • www.grangehallcarehome.com

EMPLOYMENT APPLICATION FORM

Position applied for: _____

How did you hear of this vacancy? _____

Date available to take up employment: _____

PERSONAL DETAILS

Surname: _____ First Name(s): _____

Address: _____

_____ Post Code: _____

Telephone Number: _____

Email Address: _____

Date of Birth: _____

Do you have a current full driving licence? _____

Do you have any current endorsements? _____

REGISTERED NURSES ONLY

N.M.C. Pin No: _____ Expiry Date: _____

Qualification Received: _____

YOUR G.N.C./N.M.C. CERTIFICATE IS REQUIRED TO BE SEEN BEFORE EMPLOYMENT CAN COMMENCE

CARERS

S.S.S.C. Registration Number (if applicable): _____ Expiry Date: _____

YOUR S.S.S.C. CERTIFICATE OF REGISTRATION MAY BE REQUIRED TO BE SEEN BEFORE EMPLOYMENT CAN COMMENCE.

Have you completed an SVQ in Health & Social Care? _____

Are you prepared to do S.V.Q. _____ YES/NO

Other Qualifications: _____

EDUCATION

School/College/University	Dates	Qualification Received

WORK EXPERIENCE

Please list previous employment, putting your current position first.

Job Description	Employer	Salary	Dates Employer

HEALTH

Please confirm that you are fit for this type of work _____

What are your hobbies/interests? _____

Do you take part in any local/national organisations? _____

Please give any other information you would like in support of your application:

REFERENCES

Please supply two contacts, for your references to be taken up – one must be your current or most recent employer and the other a previous employer or someone who could supply a character reference. We cannot accept references from relatives.

Please note that any offer of employment is subject to receipt of two satisfactory references.

Name: _____ Name: _____

Address: _____ Address: _____

Email.: _____ Email.: _____

Tel. No.: _____ Tel. No.: _____

Occupation: _____ Occupation: _____

REHABILITATION OF OFFENDERS ACT 1974

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Sec. 4 (2) of the Rehabilitation of Offenders Act 1974 (except Order 1975).

Applicants are not therefore entitled to withhold information about the 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 by the Company. Any information given will be completely confidential and will be considered only in relation to any application for a position to which the order applies.

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

As a new recruit there is a requirement for a police check clearance. This will be done through Disclosure Scotland. It will only be instigated if you are offered a position.

ELIGIBILITY TO WORK IN THE U.K.

Under Section 8 of the Asylum and Immigration Act 1996 employers are required to ensure that prospective employees are legally entitled to live and work in the U.K. If you do not have a N.I. number and you are entitled to live and work in the U.K., you will be required to provide appropriate documentation as evidence before a statement of particulars of employment is offered. These documents may be a P45 or payslip, a valid passport entitling the holder to work in the U.K., a U.K. birth certificate or Certificate of Registration/Naturalisation as a British Citizen.

Signed : _____ Date: _____