

APPLICATION FOR EMPLOYMENT



Position applied for	
Home Name	
Shift Type:	Days <input type="checkbox"/> Nights <input type="checkbox"/> Either <input type="checkbox"/>
Number of hours preferred	

Personal Details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other:	Nat. Ins. No.	
Forename(s)		NHS No.	
Surname		Telephone	
Email		Mobile	
Full address & postcode			
Professional Registration (Please tick appropriate)	GMC <input type="checkbox"/>	Reg. No.	
	NMC <input type="checkbox"/>	Reg. No.	
	SSSC <input type="checkbox"/>	Reg. No.	

Next of Kin Details

Name		Relationship	
Telephone		Mobile	

About you and the role...

Please tell us where you heard about this vacancy	
What qualities can you bring to the role and why would you like to be considered?	

Education

Relevant qualifications: e.g: School/College/University/Adult education etc. (Please start with the most recent and work backwards).			
Qualifications achieved and grades	Name and address of education establishment	Date from	Date to

Other Training/Courses

Please continue on a separate sheet if necessary.	Date from	Date to

Employment - Current or most recent

Employers name		Nature of business	
Full address & postcode			
Telephone		Employment start date	
Job title		Employment end date	
Describe your role and what you were responsible for day to day			
Salary/Rate			
Period of notice required by current employer			
Date available to commence employment			
Reason for leaving/reason for wanting to leave current employer			

Previous Employment

<p>Please provide full details of all previous posts you have held, starting with the most recent. You will also need to include any dates (if applicable) when you have not been in employment. <i>Please continue on a separate sheet if necessary.</i></p>						
Name and address of employer	Position held/Grade/Salary	Date from		Date to		Reason for leaving
		MM	YY	MM	YY	

References

Give name, job title, relationship to referee and address to **TWO** people, who must know you well, to whom a reference may be made. Referee 1 **must** be your present (or most recent) employer, Referee 2 can be a professional or character reference. If you have never held a job, then educational and/or character references will be satisfactory. **A character referee:** must have known you well personally for at least two years; must not be related to you by birth or marriage: and must hold (currently or retired) some form of professional occupation or public office.

Referee 1 - Do not contact before interview <input type="checkbox"/>		Referee 2 - Do not contact before interview <input type="checkbox"/>	
Name		Name	
Job title		Job title	
Relationship to referee		Relationship to referee	
Full address & postcode		Full address & postcode	
Telephone		Telephone	
Email		Email	

N.B. Appointment is confirmed subject to receipt of satisfactory references.

Do you have the right to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Note: Hadrian Healthcare Ltd. will require proof of this right before an offer of employment can be confirmed - e.g. birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996.		

Declaration

I declare that the information provided is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.	
Signature	Date

Please return this completed form along with any other required forms or additional sheets to the home to which you are applying. If you have received this application form by email or have downloaded it from our website, please complete it, save it and return it to the relevant home's email address, as shown below:

The Manor House Gosforth: Greenfield Road, Brunton Park, Gosforth, Newcastle upon Tyne, NE3 5TQ.

Email: themanorhousegosforth@hhcare.co.uk

The Manor House Wickham: Banktop, Wickham, Newcastle upon Tyne, NE16 4AT.

Email: themanorhousewickham@hhcare.co.uk

Head Office: Hadrian Healthcare Ltd., 3 Keel Row, The Watermark, Gateshead, NE11 9SZ.

Email: headoffice@hhcare.co.uk **Telephone:** 0191 460 5219 **Fax:** 0191 460 5217

Data Protection: In order to process your application or to consider you for a placement with Hadrian Healthcare, we need to collect and process some personal data about you. We will only ask you for the information we need to be able to assess your suitability and to facilitate the application process, for example to arrange interviews or start dates. If you do not commence employment or undertake a placement with us, then your application will be deleted within one year. If you do not provide some of the information requested, we may not be able to consider your application or offer you a placement. For full details of how we use your personal data, please see our Job Applicants/Work Experience Privacy Notice which is available on request and on our website: www.hadrianhealthcare.co.uk