

St David's Nursing Home

Staff application form

(Form 42/02)



see procedure

Please state position applied for:	
How did you find out about this vacancy?	

Please complete the following section on your personal details:

Surname	Forenames	Date of birth
Address		
		Post Code:
Tel(daytime)	Tel (evenings)	Email
Are you in good health	(please give details if the answer is no)	
Status (Single/Married)		
Do you have any dependents? (Children/elderly relatives/etc)		
Do you have a full driving licence?		
Are you prepared to work full time or part time?		
Are you willing to do shift work?		
Do you need a work permit to work in the UK?		
If offered this position will you continue to work in any other capacity elsewhere?	(give details)	
Have you ever been convicted of a criminal offence?	(any declaration is subject to the Rehabilitation of Offenders Act)	
<p>Important: Please note that if the post you are applying for is exempt from the provisions of the Rehabilitations of Offenders Act 1974 (Exemptions Order) 1975 you are NOT entitled to withhold any information about convictions. If the post is exempt you will be asked about any convictions at the interview, and any job offer will be subject to a full disclosure having been made. Any information given will be kept in strict confidence. We are obliged to make police checks if a job is offered</p>		

We would also like to know about your education and any qualifications that you have, or are studying for now:

School(s), Colleges and Universities attended	From	To	Examinations taken/Qualifications attained

Please tell us about your experience and previous employment:

Present/most recent employer		
Type of business	Start date Salary	Leaving date Salary
Job title		
Duties/responsibilities		
Absenteeism (in days) over the last 24 months of employment	(please give details)	
Reason for leaving		

Note: This employer will be approached for a reference if you are offered the post

Previous employer		
Type of business	Start date Salary	Leaving date Salary
Job title		
Duties/responsibilities		
Reason for leaving		

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We would also like to know about your interests outside of work but if you would prefer not to complete any question please score it through:

Do you have any interests or hobbies?	
Do you play a sport?	
Are you a member of any societies?	
Have you any public duties (e.g. local councillor, JP etc?)	
Are you a member of any professional organisations or trade union?	
Do you do any community work?	
Do you speak/write any foreign languages?	(please indicate proficiency)

Please tell us why you want this position with us

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Is there anything else that we should know about you before considering your suitability for the post?

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Finally we will need to take up a reference (in addition to your last employer) if we decide to offer you the post. Please provide (note – it should not be a member of your family):

Name	
Address	
Tel No	Occupation

Thank you for completing this application form.

If we assess that your details meet our criteria for the post we will invite you in for interview. If we do not think that they are suitable we will advise you within seven days of receipt. We will keep this application on file in case more suitable posts become available

Please sign the form and return it with any other forms (e.g. medical screening form) that you may have been given

I confirm that the information that I have provided above is to the best of my knowledge true and I have not omitted any information that would reasonably be considered pertinent to my suitability for the post	
Signed:	Date:

For office use:

Date received	Interview (Yes/No)	Contacted
Comments		