**Post Title:**

**Oakmont Lodge Hillcrest Care Home Hillside Residential Home**

**Personal Details**

**Title: Forename(s): Surname:**

**Address:**

**Post Code:**

**Contact Details: *(please indicate preferred contact method by placing an “X” in the box to the right)***

**Email address:**

**Telephone:**

**NMC PIN no: NISCC membership no:**

**Are there any restrictions on your NMC PIN number and therefore to you practising as a nurse?**

**Details of Outstanding / On-going NMC of NISCC referrals *(if applicable):***

**National Insurance No: Wage / Salary Required:**

**General Details**

**Do you hold a current UK driving licence? Is it Full / Provisional / LGV / PCV licence?**

**Do you have any points / endorsements?**

**Are there any adjustments that you would require should you be invited for interview? If so, please state here:**

**Please indicate two people who can provide employer references – one should be your present/most recent employer: Do you give permission to take up these references prior to an offer of employment being made for both referees? Yes / No**

**Name: Name:**

**Position: Position:**

**Address: Address:**

**Tel no: Tel no:**

**Email: Email:**

**Employment History**

**Please give details of all jobs held, including part-time and unpaid work, from leaving full-time education. Start with your most recent or current employer. Include details of any periods of unemployment.**

**Employer (Name & Full Address) Dates (mths & Years) Job Title and Key Duties Reason for Leaving**

**Education, Technical and Professional Qualifications**

**Please give details of all educational establishments that you have attended, and qualifications achieved, starting with current/most recent. Please also include any professional bodies that you are a member of and level of membership.**

**Please bring original certificates if successful for interview.**

**Establishment (name and full address) Dates Attended Subject(s) / Grade / Level**

**Personal Development**

**Please give details of any memberships, voluntary work, hobbies or interests that may have relevance to the role**

**you have applied for:**

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

**YES or NO**

**If YES, please provide details:**

If you are successful in your application, would you require a work permit prior to taking up employment?

**YES or NO**

**Data Protection Statement**

**The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.**

**If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with the information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.**

**We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties’ information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.**

**By signing the application, we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Data Protection Commissioner.**

**Declaration**

**I confirm that to the best of my knowledge and belief the information I have given in support of my application is correct and understand that any misleading statement or deliberate omission may result in my dismissal and a claim for damages.**

**I hereby consent to the processing of sensitive personal data, as defined in the relevant Data Protection legislation, involved in the consideration of this application.**

**Signed: ………………………………………….……………………………… Date: ……………………………………………**

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not “spent” by virtue of the Rehabilitation of Offenders (Northern Ireland) Order 1978.

The Rehabilitation of Offenders (Northern Ireland) Order 1978 does not apply to certain specified professions: these are mainly medical, legal or accountancy professions. Neither does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance below, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed. Dunluce Healthcare Ltd has a policy on the recruitment of ex-offenders. A copy of the policy is available to all applicants on request.

Have you been convicted of a criminal offence? **YES or NO**

**If Yes, please provide details of date(s), offence(s) and sentence(s) passed:**

Dunluce Healthcare Ltd adheres to the AccessNI Code of Practice and a copy is available upon request or can be accessed to the following link. <https://www.nidirect.gov.uk/publications/accessni-code-practice>

Dunluce healthcare Ltd has a policy on the Secure Handling, Use, Storage and retention of disclosure information and a copy can be provide on request.

If you are applying for a post which involves contact with vulnerable adults, please also confirm that you are not listed as below:

I confirm that I am not listed on the adults’ barred list: Please tick

AND

I declare that I have no past convictions, cautions or bind-overs and/or Please tick

any pending cases affecting why I might be considered unsuitable to work

with vulnerable adults.

I give my on-going consent to the Company that they may do an Enhanced Disclosure with a barred list check and retain the details of the check in accordance with Data Protection provisions, as part of the recruitment process, if I were to be offered employment with the Company.

I give my on-going consent to the Company that I will apply for Enhanced Access NI checks and updates as per Company policy if I were to be offered employment with the Company (where applicable).

Signature: …………………………………………………………………. Date: ………………………………………………

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

How did you become aware of this vacancy?

If referred by an existing staff member, then please provide the full name of the referee and the name of the home they work in: