

THE COTTAGE NURSING HOME LIMITED

APPLICATION FOR EMPLOYMENT

Whilst the submission of a supporting CV is acceptable, please complete the following form in black ink.

Application for the post of:
Full/Part Time:
How did you hear of the vacancy?:

Personal Details

Surname:	Title: Mr/Mrs/Miss/Ms
First Name(s):	Preferred Name:
Address:	
	Post Code:
Telephone No (Home):	Telephone No:(Work)
Date of Birth:	Nationality:
Civil Status:	No of Children:
Do you Drive: Yes/ No	Do you own a car: Yes/ No
Current Endorsement s (Please State):	
National Insurance Number:	
<i>Pin Number (nurses only):</i>	<i>Date Expires:</i>
<i>Work Permit Number (overseas applicants only):</i>	<i>Date Expires:</i>

Present or Most Recent Employment

Name and Address of Employer:	
Nature of Work:	Post Held:
Date Commenced:	
Period of Notice Required/ Date Left:	
Reason for Change:	
Present/ Previous Salary (weekly/Monthly/Yearly):	
Brief outline of Duties and Responsibilities:	

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Previous Employment

Name of Employer Nature of Business	Title of Post Main Duties and Responsibilities	Date of Appointment (Month/Year)	Date of Departure (Month /Year)	Reason(s) for Leaving

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EDUCATION

(Academic and Vocational) Please list all courses/ qualifications either obtained or currently being undertaken. These might include any professional/ post school or other relevant qualifications. Proof of qualifications held will be required.

Qualifications (Please state subjects)	Grade/Classification Obtained	Name of School/ College/ University	Date Awarded

Other Relevant Information

Please give details of your reasons for making this application, offering evidence of your suitability by relating your experience/ qualifications/ personal attributes to the position for which you are applying.

Please note all applicants will be required to undergo Criminal Record (CRB) checks.

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Equal Opportunities Monitoring Form

The Cottage Nursing Home is committed to a policy of equal opportunities and positively encourages applications from all sections of the community.

Applications will be considered on merit, regardless of sex, age, race, ethnic origin or disability.

Recruitment procedures are monitored to ensure that The Cottage Nursing Home's equal opportunities policy is put into practice. Applicants are selected on the basis of their abilities relevant to their job.

The information requested will be used for monitoring purposes and for compiling the personnel record of the successful applicant.

The details will be treated as **strictly confidential**.

Note: Ethnic origin questions are not about nationality, place of birth or citizen ship. They are about colour and ethnic and cultural groups. For example UK citizens may belong to any of the groups shown.

Please tick the box that you feel best describes your ethnic origin.

Indian		Black African	
Pakistani		Black Caribbean	
Bangladeshi		Black Other	
Chinese		White	
Asian Other		Other (please specify)	

I have a disability relevant to my employment:	Yes:	No:
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Please describe any special requirements you need at work as a result of your disability:

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REFERENCE

Please give the names and addresses of two references who can confirm your work/education/experience and comment on your ability to do the job.

You must include as your first referee, a person who writes as a representative of your present or most recent employer. References are normally only taken up on candidates short listed for interview.

Name:		
Position/ Post Title:		
Address:		
Post Code:		
Telephone Number:		
Reference One: Can we contact the above referee prior to the interview?		
(Please tick appropriately)	Yes	No

Name:		
Position/ Post Title:		
Address:		
Post Code:		
Telephone Number:		
Reference Two: Can we contact the above referee prior to the interview?		
(Please tick appropriately)	Yes	No

I certify that to the best of my knowledge the information on this form is correct.

Signature:

Date: