**PERSONAL DETAILS**

| **Title:**  | **First Name:**  |
| --- | --- |
| **Mobile / Telephone:**  | **Middle Name:**  |
| **NI Number:** | **Surname:**  |
| **E-Mail Address:**  | **Date Of Birth (dd/mm/yy):**  |
| **Address:**  | **Do you hold a current UK driving license?****YES [ ] / NO [ ]** |
| **Postal Code:**  | **County:** |
| **Biometric Card No.:** | **Passport No:** |

**GRADE DETAILS**

| **NMC / SSSC Number:**  | **Expiry Date:**  |
| --- | --- |
| **Union Name & Identity Number:**  | **Expiry Name:**  |

**EMERGENCY CONTACT / NEXT OF KIN**

| **Title:**  | **First Name:**  |
| --- | --- |
| **Mobile / Telephone:**  | **Surname:**  |
| **Address:**  | **Relationship:**  |

**INFORMATION FOR DISCLOSURE SCOTLAND CHECKS**

Does your Disclosure display any Cautions or Convictions? Yes [ ] No [ ]

If yes, please give details:

|  |
| --- |

Do you have any unspent criminal convictions? Yes [ ] No [ ]

If yes, please give details:

|  |
| --- |

**EDUCATION HISTORY**

**(Please also attach your CV differently with your application form)**

Include in this section all the relevant qualifications. Please also indicate subjects currently being studied:

| **Subject / Qualification** | **Institution** | **Grade / Results** | **Year** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EMPLOYMENT REFERENCES**

Please provide the full names and work address of two professional or clinical referees.

These should cover 3 years of employment and must contain your current/most recent employer.

Your current employer must be able to comment on your ability to do the job you are applying for.

Your referee must be a higher grade than yourself.

**Additional references may be required in order to cover the 3 year period.**

| **Referee 1** | **Referee 2** |
| --- | --- |
| **Full Name :** | **Full Name :** |
| **Organisation :** | **Organisation :** |
| **Position :**  | **Position :**  |
| **Address :**  | **Address :**  |
| **Postal Code :**  | **Postal Code :**  |
| **Telephone :** | **Telephone :** |
| **E-Mail :**  | **E-Mail :**  |

Please sign below agreement if you would like your referees to be contacted

**Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FULL EMPLOYMENT HISTORY**

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

**CURRENT / MOST RECENT EMPLOYER:**

| **Name of Employer:**  |
| --- |
| **Address: Postal Code:** |
| **Position Held:** |
| **Role Description / Responsibilities:**  |
| **Date Started: (mm/yyyy): Date Left (mm/yyyy):**  |
| **Reason for leaving:**  |
| **Name Of Line Manager / Supervisor:**  |
| **Mobile / Telephone: E-Mail Address:**  |

**PREVIOUS EMPLOYER:**

| **Name of Employer:**  |
| --- |
| **Address: Postal Code:** |
| **Position Held:** |
| **Role Description / Responsibilities:**  |
| **Date Started (mm/yyyy): Date Left (mm/yyyy):**  |
| **Reason for leaving:**  |
| **Name Of Line Manager / Supervisor:**  |
| **Mobile / Telephone: E-Mail Address:**  |

**PREVIOUS EMPLOYER 2:**

| **Name of Employer :**  |
| --- |
| **Address : Postal Code :** |
| **Position Held :** |
| **Role Description / Responsibilities :**  |
| **Date Started : (mm/yyyy) Date Left (mm/yyyy)**  |
| **Reason for leaving :**  |
| **Name Of Line Manager / Supervisor :**  |
| **Mobile / Telephone : E-Mail Address :**  |

**PREVIOUS EMPLOYER 3:**

| **Name of Employer :**  |
| --- |
| **Address : Postal Code :** |
| **Position Held :** |
| **Role Description / Responsibilities :**  |
| **Date Started : (mm/yyyy) Date Left (mm/yyyy)**  |
| **Reason for leaving :**  |
| **Name Of Line Manager / Supervisor :**  |
| **Mobile / Telephone : E-Mail Address :**  |

**SKILLS/ AREA OF SPECIALITY**

Please indicate the areas you have experience in:

| **Skills** | **Years of Experience** |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.**  |  |
| **6.**  |  |
| **7.**  |  |
| **8.** |  |
| **9.**  |  |
| **10.**  |  |

**BANK DETAILS**

| **Payee Name (**As registered with your bank account**) :**  |
| --- |
| **Account Number :** |
| **Bank Name :** |
| **Bank Address :** |
| **Building Society Reference (**if applicable**)**  |
| **Name Of Line Manager / Supervisor :**  |
| **Mobile / Telephone : E-Mail Address :**  |

**DECLARATIONS**

**TERMS & CONDITIONS:**

I hereby confirm that the information given is true and correct. I consent to my personal data and employment/educational history being forwarded to clients. I understand that should the information I have given be untrue, I accept full responsibility for any consequences this may bring. I consent to references being passed on to potential employers. If during the course of a temporary assignment, the client wishes to employ me directly, I acknowledge that the agency will be entitled either to charge the client an introduction/transfer fee, or agree to an extension of the hiring period with the client (after which I may be employed by the Client without further charge being applicable to the Client).

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 your information to prevent or detect crime, to protect public funds, or in other ways permitted or required by law.

**Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REHABILITATION OF OFFENDERS ACT & UNSPENT CRIMINAL CONVICTIONS:**

Due to the nature of the work you are applying for, this post is exempt from the provision of section 4 (2) the rehabilitation of offenders act 1974 by virtue of the rehabilitation of offenders act 1975 (exception) order 1975 applicants are therefore, not entitled to withhold information about convictions which for any other purpose are ‘spent’ or ‘unspent’ under the provisions of the act and in the event of employment. Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offense is not declared but later comes to light. Any information given will be completely confidential and will be considered only in relation to an application for the positions where the order applies and should be entered at the end of any particulars you give in support to this application.

**Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RIGHT TO WORK IN THE UK**

In line with UKBA guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK if you are to be engaged by us for temporary work.

**Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EQUAL OPPORTUNITIES**

We are committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. Besthelp Care Ltd. will treat everyone equally irrespective of age, gender, race, including color, nationality, ethnic or national origin, religion, belief, marital or civil partnership status, or membership or non-membership of a Trade Union; and we place an obligation upon all staff to respect and act in accordance with the policy. The agency shall not discriminate unlawfully when deciding which candidate/ temporary worker is submitted for vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. The agency will ensure that each candidate is assessed only in accordance with the candidate’s merits, qualification and ability to perform the relevant duties required by the particular vacancy.

**REFER A FRIEND!**

We are always looking for fantastic, friendly and fabulous **Nurses**, **Support Workers**, **Senior Carers** and **Care Assistants, Domestic support workers and shopping assistants**. If you enjoy the freedom of working for an agency, and know someone who would also like to join our team, then we would love to hear from you.

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**