

Cardinal Clinic

Oakley Green, Windsor, Berkshire SL4 5UL
 Tel: 01753 869755 Fax: 01753 842852

JOB APPLICATION FORM

Internal Candidate: YES / NO

Surname:		Title: Dr, Mr, Mrs, Miss, Ms, Other	
Forename/s:		DOB:/...../..... (optional)	
Address:			
Post Code:			
Home Tel No:		Mobile Tel No:	
Email Address:			
Nationality:			
If you are not a British passport holder, and you do not have the permanent right to remain the UK, you will require a work permit (which will need to be produced at interview).			
Do you need a Work Permit to be employed in the UK?: Yes / No			
If you already have a work permit, when does this expire? (Please note that your current work permit may not be valid for this post)			
Position Applied For:			
Qualifications Held:			
Current Salary:		Expected Salary:	
If a Nurse, please quote your NMC number:		Renewal date:	
Do you have current membership with the RCN (or similar provider)			Yes <input type="checkbox"/> No <input type="checkbox"/>

HISTORY

Have you worked in a medical/psychiatric establishment before:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please state where		
Have you worked with children or vulnerable adults in the past:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please state where		
If this position is offered to you, will there be a conflict of interests?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will we be your main employer or secondary employer?	1 st <input type="checkbox"/>	2 nd <input type="checkbox"/>

MEDICAL INFORMATION

Have you had, or do you have, any medical conditions/disability that we need to be aware of regarding any specific requirements you may need (if yes, please provide info):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a current Hep B certificate (If yes, please provide a status copy)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been a patient at Cardinal Clinic (if yes, please provide dates/info) (Cardinal Clinic's Policy is not to employ ex-patients until 5 years have lapsed since end of treatment)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

EMPLOYMENT DETAILS starting with the most recent first (include gaps in employment)

Name, address & business of employer	Job title & brief summary of duties	Reason for leaving	From / To Month / Year

Continue on a separate sheet if necessary, clearly stating your full name and the post for which you are applying

RELEVANT SKILLS, ABILITIES, KNOWLEDGE, TRAINING, EXPERIENCE & YOUR REASONS FOR APPLYING FOR THIS JOB *(please read the job description and person specification to consider to what extent you have gained the skills and experience necessary for the position)*

Continue on a separate sheet if necessary, clearly stating your full name and the post for which you are applying

REFERENCES *(one of which should be your most recent/present employer)*

Full name: _____

Job Title _____

Organisation: _____

Address: _____

Tel No: _____

Email Address: _____

May we obtain this reference now? Yes / No

Relationship (previous manager, etc)

Full name: _____

Job Title _____

Organisation: _____

Address: _____

Tel No: _____

Email Address: _____

May we obtain this reference now? Yes / No

Relationship (previous manager, etc)

CRIMINAL CONVICTIONS *(All employees will be subject to a DBS (Disclosure & Baring Service) check)*Do you have any current or previous convictions? Yes No Are you currently the subject of any police investigation and/or prosecution in the UK (or any other country)? Yes No Have you ever been convicted of a criminal offence required by law to be disclosed, received a police caution in the UK, or a criminal conviction in any other country? Yes No Are you the subject of any investigation or proceedings by any Body having regulatory functions to health/social care professionals including such regulatory body in another country? Yes No Have you ever been disqualified from the practice of a profession or been required to practice subject to specific limitations? Yes No

If you have answered yes to any of the questions above please provide details on a separate sheet of paper clearly stating your full name and the post for which you are applying. A criminal record will not necessarily be a bar to obtaining a position at Cardinal Clinic.

Where did you learn about the post? Newspaper/ Web Site / Specialist Publication / Other

If offered the position, when could you start? (i.e. what is your notice period?):

INTERESTS:

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this may be sufficient grounds for terminating my employment

Applicant Signature: _____

Date: _____

Cardinal Clinic Personnel Signature: _____

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment.

GUIDANCE NOTES FOR APPLICANTS

Applicants

- Applicants will be treated in the same way whether they are external or internal candidates.

The Application Form

- The application form plays an important part in the selection process; decisions to shortlist candidates for interview are based solely upon the information you supply on your form and the form provides a basis for the interview itself.
- Curriculum Vitae's (CVs) alone will not be accepted. However, CVs will be accepted *in addition* to a fully completed application form.
- Please ensure the finished form is printed out, signed, dated and returned to the address as supplied below. We are unable to accept forms returned as email attachments without a signature.

Education and Qualifications

- You are only required to complete this section if qualifications and training are a requirement of the Person Specification.

Employment History

- Do not simply list the duties of your jobs, please give a brief explanation of the main duties of your previous jobs.
- It is essential that you account for any gaps in employment.

Skills, Ability, Knowledge and Experience

- It is essential that you read the Person Specification before completing this section, which provides a profile of the ideal person to fill the job. It enables both you and the organisation to assess your suitability for the job.
- Think about what evidence you can provide to demonstrate that you have the necessary skills, ability, knowledge and experience required as set out in the Person Specification.
- You may have acquired
- these in a variety of ways e.g. through work, running a home, voluntary work, hobbies etc.,

References

- Should you be selected for the role we will want to take up referees as outlined below. However if possible we would like to do this earlier in the process.
- We reserve the right to take up references from any previous employer.

Please return the Application Form to:

Linda Pittick, Human Resources, Cardinal Clinic, Oakley Green, Windsor SL4 5UL