

## Application for Employment

Complete every question, do not leave blanks, state 'not applicable' where necessary.

<b>Position applied for</b>	
<b>Are you seeking Full or Part-time employment?</b>	
<b>How did you hear about this vacancy?</b> If this is a referral from a current member of Vida staff, please state their name, position and place of work	

Personal Details	
Title – * Dr/Miss/Mr/Mrs/Ms/Other	Surname
Forename(s)	Known as
Current address	
Postcode	
Home telephone number	
Mobile telephone number	
Email address	
PIN (Nurses only)	
Right to Work in the UK	
Do you have the legal right to work in the UK? <b><u>Please ensure you provide details of your current work permit/visa</u></b>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Type of Visa	
Expiry Date	
Share Code	

### Education History

Please give details of all schools, colleges and Higher Education institutions attended from the age of 11. Dates should be in the form MM/YYYY

Dates attended	School/college/university	Qualifications	Subject and grade

### Professional registration

Professional Body	Registration/membership level	Date awarded/joined	Expiry date (if applicable)

### Training

Please detail all training courses you have attended which you feel are relevant to your application. Include the date, title of course and any award or qualification gained.

Date of course	Course title	Awards/qualifications gained if applicable	Further details (if necessary)

### Current Employment

Are you currently in employment? (If no, go straight to the next section)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Employer			
Address			
Current Job Title			
Start date		End date (if applicable)	
Contract type (permanent, temporary)		Notice period	
Salary		Reason for leaving	

### Employment History

Please provide **full employment history** in chronological order since leaving secondary education, including periods of any post-secondary education, and part-time and voluntary work, as well as full-time employment, with start and end dates.

Employer's name and address	Dates	Post and duties held	Reason for leaving

Are there any gaps in your employment history? If yes, please give additional details

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**Personal Statement**

Please give specific reasons for this application, your main achievements to date and demonstrate, using examples, your suitability for this role.

## References

Please provide contact details of **two** referees who can comment on your suitability for this position. You are responsible for providing accurate contact details so that referees can be contacted.

- The first referee **MUST** be your current or most recent employer (or course tutor if you are currently in, or have just left, full-time education).
- Referees for qualified Nurses must be professionals.
- References will not be accepted from relatives or persons who only know you as a friend.

	Referee 1	Referee 2
Name		
Name of Company		
Position		
In what capacity do you know the referee?		
Address		
Telephone number		
Email address		

- Vida Healthcare reserves the right to approach **any** past employer for a reference.
- Please note that we will contact your referees if you are shortlisted for the position and seek references before interview.

**Please tick here if you do not wish us to contact any current or past employers prior to interview**

If you are currently working with adults at risk, your current employer will be asked about disciplinary offences relating to adults at risk (including any conduct relating to safeguarding concerns where the penalty is 'time expired'), and whether you have been the subject of any safeguarding related investigations or concerns, and if so, the outcome of any enquiry or disciplinary procedure including any referrals to the Disclosure and Barring Service (DBS), other professional bodies or the police.

Any offer of employment will be subject to receipt of two satisfactory references and any additional pre-employment checks, including Barred Lists and DBS.

## Declarations

Relationships		
Are you a relative or a partner of, or do you have a close personal relationship with any employee of Vida Healthcare?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state their full name, post title and place of work		
Have you previously been employed or sought employment with Vida Healthcare?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details		
Have you ever worked / are you currently working at Vida Healthcare with an agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details		

## Criminal Records Check

We will only ask those candidates who have been selected for interview to complete a criminal record self-disclosure form, or provide a written disclosure statement to give them the opportunity to provide sufficient information. At interview, or in a separate confidential discussion, we will ensure that an open and measured discussion takes place on the subject of any offences that might be relevant to the position applied for. We will only carry out criminal records checks with DBS on successful candidates at the appropriate level for the position applied for.

Failure to provide accurate and truthful information is considered a serious matter. If it becomes apparent that inaccurate or incomplete information has been provided, we will need to establish why. Any findings of serious misdirection or intent to deceive will result in an application being rejected, an offer of employment being withdrawn, or if appointed, disciplinary action being taken and/or dismissal.

DBS Barred Lists		
This post involves working in Regulated Activity under the Safeguarding Vulnerable Groups Act 2006 and is subject to an enhanced DBS with Barred List Check (i.e. adults, children or both).		
It is a criminal offence to apply for, or accept a position working with adults at risk if you have been barred from engaging in regulated activity with the relevant group (i.e. adults, children or both).		
Are you included in the list of barred people working with adults maintained by the Disclosure and Barring Service (DBS) under the Safeguarding Vulnerable Groups Act 2006?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you are not currently barred from working with adults at risk under the Safeguarding Vulnerable Groups Act 2006, have you been referred to the Disclosure and Barring Service (DBS) for consideration to be added to one of the barred lists?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details		
Conduct declaration		
Have you ever been subject to any sanctions being placed on your professional registration, by a regulatory or licensing body in any country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Sanctions may include: Warnings, convictions, limitations, suspension, removal or any other restrictions that have applied to your professional registration.		
If yes, please provide details and details of any sanctions and the name and address of the regulatory or licensing body concerned.		
Have you ever been dismissed for misconduct from any employment, volunteering, office, or other position previously held by you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details		
Have you ever been under investigation for, or subject to any disciplinary sanctions in relation to your conduct at the time of your dismissal/leaving any employment, volunteering, office, or other position previously held by you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details		

1. I confirm that the information I have provided on this form is complete and correct and that any untrue or misleading information will give Vida Healthcare the right to terminate any employment contract offered, including after employment has commenced.
2. Should I be successful in this application, I understand Vida Healthcare will apply to the Disclosure & Barring Service for an enhanced disclosure. I also agree that the company may apply to my current and previous employers for references. I understand that should I fail to do so, or should the disclosure or reference not be to the satisfaction, any offer of employment may be withdrawn, or my employment terminated.
3. Vida Healthcare will process your data lawfully, in accordance with the General Data Protection Regulations GDPR. We will use any personal information you have provided in order to review and progress your application for employment, allowing us to fulfil our legitimate interests (Article 6.1.f) as an employer and to follow the necessary processes before entering into a contract of employment (Article 6.1.b) with you.
4. I understand that if I am appointed, personal information about me may be stored for personnel/employee administrative purposes in accordance with relevant Data Protection legislation and any other UK legislation that supports it.
5. By signing this form, I give my consent for the use of my personal data for the purposes outlined above.

Signed: ..... Date: .....

All information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this may be held in an electronic database.

If your application is unsuccessful, your details will be kept on file for a period of six months and then destroyed.

(Please tick here if you do not wish your details to be retained.)

Please return your completed application form to **recruitment@vidahealthcare.co.uk**