



## Application for Employment

Please complete this application form legibly. Only information provided on this application form will be considered by the panel. Candidates will outline clearly how their qualifications and experience meet both the essential and preferred criteria. All information provided will be treated with the strictest confidence. Continuation sheets may be added if necessary.

Please complete all sections of this application form.

Position Applied For:
Job Reference (if applicable):
Location:-
Where did you see this position advertised?

### 1. Personal Details

Title:	Surname:
Forenames:	
Address:	
Postcode:	
Telephone Number (Home):	Telephone number (Mobile):
E-mail address:	
Do you have the right to work in the UK? <small>Note: Healthcare Ireland will require proof of this right before an offer of employment can be confirmed - e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996</small>	Yes      No
Are you competent in spoken and written English? <small>Note: If English is not your first language you may be required to sit a basic English test prior to interview.</small>	Yes      No
National Insurance Number	
Do you have a clean, current driving licence?	Yes      No
Do you have a car or access to a car for business use?	Yes      No
Are you prepared to undergo a medical examination if necessary?	Yes      No
Have you ever been convicted of a criminal offence? If yes, please give details.	Yes      No
<small>Note that Health Care Workers are expressly excluded from the protection of Rehabilitation of Offenders Act 1974. Healthcare Ireland Group has a policy on the employment of ex-</small>	

offenders and the receipt, storage and security of disclosures, these are available upon request.	
Is there any reason why you cannot work in regulated activity? Date asked _____ Applicants response _____	Yes      No
As part of this position you will be required to apply for an Enhanced Disclosure from Access NI. If successful, I please be aware that we do have a policy on the recruitment of ex-offenders please state if you would like to see a copy. At your request we can print you a copy of the Access NI Code of Practice	
RGN PIN Number (For Nurse Positions)	
NISCC Registration Number (If NISCC Registered)	
Access NI Number (If you currently hold one)	

## 2. Secondary Education

Name, Address & Type of School (i.e. Grammar/ Secondary)	Examinations taken and Qualifications Gained (Specify Grades)

## 3. Further and Higher Education

Name of Institution (state if full time or part time)	Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained)

## 4. Membership of Professional Organisations

Institute/Organisation	Grade Of Membership (Where appropriate)

--	--

**5. Employment Record** (Please list chronologically, starting with current or last employer)

Name and Address of Employer and Nature of Business:	Dates Employed (From / To)	Job Title and Job Function/Responsibilities:	Final Salary and Reason for Leaving

**6. Periods of Unemployment** (Please provide details for any gaps in your employment dates)

From	To	Details

**7. Training**

Details of training courses attended and awards achieved, including dates, if appropriate
---

**8. Suitability for this Position**

Please detail your suitability for this position. You should illustrate how you meet the essential criteria for this position (if applicable).

Please use continuation sheets if necessary.

**9. Referees**

Please give the details of two work related referees, including your current or most recent post. Referees may be contacted before interview. Please state if you do not wish for us to contact before interview.

Name:	Name:
Position:	Position:
Company:	Company:
Postal Address:	Postal Address:
Telephone No.:	Telephone No.:
Email Address:	Email Address:
Nature of Relationship:	Nature of Relationship:
Please do not contact this employer before interview <input type="checkbox"/>	Please do not contact this employer before interview <input type="checkbox"/>

## 10. Verification of Information

I certify that all information which I have provided is correct. I understand that any false information given or deliberate omissions may result in a job offer being withdrawn or dismissal from any position I may be offered.

Signature:

Date:

### For office use only:

Application Number:		Interview Date:	
Date referees sent:		Date Referees returned:	
Access NI Date Sent		Access NI Date Returned	
Temp/Perm/Relief		Day/Night	

## Section 12 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by Human Resources purely for monitoring purposes.

Application Ref. No.:

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented please COMPLETE THIS SECTION OF THE APPLICATION FORM.

### What is your Ethnic Group?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

#### A. White

White UK

Irish

White non-UK

Any other White background  
(please give details):

#### D. **Black or Black British**

Black Caribbean

Black African

Any other Black background  
(please give details):

#### B. **Mixed**

White & Black Caribbean

White & Black African

#### E. **Chinese or other ethnic group**

Chinese

Vietnamese

White & Asian

Any other Mixed background  
(please give details):

**C. Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian background  
(please give details):

Any other ethnic background  
(please give details):

**F. I do not wish to provide this information**

## Section 12 Recruitment Monitoring Form continued

Gender

Male

Female

### Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

**Do you consider yourself disabled?**

Yes

No

If yes, please give details:

Age Group

16-25

26-35

36-45

46-55

56-65

66-70

Over 70

### Media

Please state where you saw this post advertised

### Asylum and Immigration Act 1996

It is now a requirement that before any offer of employment can be made, all candidates are to provide confirmation of their eligibility to work in the UK. Please bring one of the following original documents with you if invited to interview: a passport or an immigration and nationality directorate application registration card which evidence the right to work in the UK or a UK residence permit issued to an EEA national which confirms right of entry to or residence in the UK.

**Northern Ireland Only**  
**Fair Employment Monitoring Questionnaire**

**National Insurance No:** \_\_\_\_\_

**Private & Confidential**

**Introduction:**

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

**Community Background:**

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

**Please indicate the community to which you belong by ticking the appropriate box below:**

I am a member of the Protestant community:

I am a member of the Roman Catholic community:

I am not a member of either the Protestant or the Roman Catholic communities:

*If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.*

**Sex: Please indicate your sex by ticking the appropriate box below:**

Male:

Female:

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

***Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.***