

Community Hospital | Daycare | Homecare | Neurological Services | Nursing Home | Therapy Services

PLEASE COMPLETE THE FORM IN FULL AND RETURN TO THE HR DEPARTMENT AT THE HOSPITAL

Station Road, Ditchingham, Bungay NR35 2QL.

Tel: 01986 891666 Email: angie.lindley@all-hallows.org.uk

PLEASE COMPLETE THIS FORM USING BLACK INK

POST DETAILS
STATE LOCATION OF POST:
POSITION APPLIED FOR:
WHERE DID YOU HEAR OF THIS VACANCY?
FULL /PART TIME/BANK STAFF: (If part time/bank please specify number of hours/days available)

PERSONAL INFORMATION
TITLE
SURNAME
FORENAMES
PREVIOUS NAME (S) IF APPLICABLE
NATIONAL INSURANCE NUMBER
HOME POSTAL ADDRESS
POSTCODE
TELEPHONE HOME
TELEPHONE WORKPLACE
MOBILE TELEPHONE
EMAIL ADDRESS

CAREER HISTORY

Name and Address of current/most recent Employer	Job Title Held	Date of Appointment
		Date of Termination
	Salary	Notice Required
	Reason for Leaving	

Please give a brief summary of your duties and responsibilities in your current or most recent post:

PREVIOUS EMPLOYMENT *(most recent first – continue on a separate sheet if necessary)*

Employer, type of business or activity, address	From	To	Position held	Salary on leaving	Reason for leaving

EDUCATION DETAILS Proof of qualifications will be requested before appointment**SECONDARY EDUCATION & QUALIFICATIONS**

Name of School/College	From	To	Qualifications gained

FURTHER / HIGHER EDUCATION

Name of School/University/College	From	To	Qualifications gained

PROFESSIONAL MEMBERSHIP

Membership of Professional Bodies	Membership Grade	Date membership was granted	Renewal Date

IN-SERVICE TRAINING AND DEVELOPMENT *Give details of relevant courses and training undertaken in the last five years)*

Dates and duration	Title of course or training	Name of provider	Qualifications obtained

LETTER OF APPLICATION - *Please provide on a separate sheet with your name and address*

Please explain why you are applying for this post. Include those aspects of your skills, knowledge and experience which relate to the Job Description and which are relevant to this post. Take into consideration any paid or unpaid work you have done and any relevant voluntary, community work or leisure interests and any non-work experience. Give examples where you can to support your application

NOTICE TO APPLICANTS

All Hallows Healthcare Trust will check the character and background of applicants for appointment to posts involving contact with vulnerable adults. Therefore as a condition of your employment, all staff must have a check made on them through the Disclosure and Barring Service (DBS).

You must therefore disclose whether you have ever been convicted of a criminal offence or cautioned and, if so, for what offence(s). Because of the nature of this work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. Conviction/caution(s) against you will not necessarily debar you for consideration for this appointment.

Please answer the questions below: Answer 'yes' or 'no' by circling one of the two answers. If you answer is 'yes' to either or both questions regarding criminal convictions, you must give details. These can be enclosed in a sealed envelope marked 'confidential' to accompany this form. Any information you give will remain confidential and will be considered only in relation to the post for which you have applied.

All successful candidates for posts where there is to be contact with children and young people will be subject to an enhanced disclosure check through the Disclosure and Barring Service.

By accepting an offer of appointment, you will be regarded as consenting to an enhanced DBS check.

Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE OR CAUTIONED?	YES	NO
ARE YOU THE SUBJECT OF PENDING CRIMINAL PROCEEDINGS AT THE PRESENT TIME?	YES	NO
ARE YOU REQUIRED TO HOLD A WORK PERMIT?	YES	NO
IF YOU ALREADY HOLD A WORK PERMIT WHEN DOES IT EXPIRE	DATE	____/____/____
DO YOU HOLD A FULL CURRENT DRIVING LICENCE	YES	NO
DO YOU HAVE ACCESS TO YOUR OWN MEANS OF TRANSPORT	YES	NO

PARENTAL LEAVE

Under the Parental Leave Regulations 1999, and the Employment Act 2002, parents are allowed to request Parental Leave where certain conditions are met. The number of weeks taken is cumulative across employers and it is therefore a requirement of your employment to inform All Hallows Healthcare Trust of the total number of weeks you have taken to date.

How many weeks of Parental Leave have you taken? _____

DO YOU HOLD A PIN NUMBER ON THE NMC REGISTER	YES	NO
PIN NUMBER	_____	
DATE PIN WAS OBTAINED (IF APPLICABLE)	DATE	____/____/____
DATE OF RENEWAL (IF KNOWN)	_____	

Checks will be made to confirm this information

Appointment is subject to the following: health clearance, DBS Enhanced Disclosure, satisfactory references, evidence of eligibility to work in the UK, appropriate qualifications and membership or registration of relevant professional body.

Any personal information on the application form may be held on computer files and in accordance with the Data Protection Act 1998, such information will only be used in conjunction with Data Protection Registration.

REFERENCES

Please give the names and addresses of **TWO PAST EMPLOYERS** who can provide confidential references. The first should be your **present/last employer**, if applicable.

If you have left full time education within the last year, you should supply the name and contact details for your tutor/lecturer.

Please indicate the referee's position in relation to you (e.g. Head of Department, etc).

We reserve the right to contact any previous employer (s) listed on this form should it be deemed necessary by All Hallows Healthcare Trust. References will only be requested if you are called for interview. Please let us know if you would prefer us **not** to contact your present employer without further reference to you.

REFERENCE 1

NAME

POSITION

COMPANY/ORGANISATION

FULL POSTAL ADDRESS

POSTCODE

TEL NO

EMAIL

PLEASE TICK IF YOU DO **NOT** WANT US TO CONTACT THIS REFERENCE BEFORE AN OFFER IS MADE

REFERENCE 2

NAME

POSITION

COMPANY/ORGANISATION

FULL POSTAL ADDRESS

POSTCODE

TEL NO

EMAIL

PLEASE TICK IF YOU DO **NOT** WANT US TO CONTACT THIS REFERENCE BEFORE AN OFFER IS MADE

REFERENCE 3

NAME

POSITION

COMPANY/ORGANISATION

FULL POSTAL ADDRESS

POSTCODE

TEL NO

EMAIL

PLEASE TICK IF YOU DO **NOT** WANT US TO CONTACT THIS REFERENCE BEFORE AN OFFER IS MADE

DECLARATION

I declare that all the information that I have given in support of my application is true and complete to the best of my knowledge and belief and without omission of any facts that could have a bearing on selection decisions. I understand that any appointment is conditional on this declaration. I also understand that if I am offered a position by All Hallows Healthcare Trust I am aware that this offer may be withdrawn if subsequently any of this information is found to be incorrect and incomplete. In addition, I am aware, should this situation occur after I join the employment of All Hallows Healthcare Trust, I will be liable to disciplinary action that could lead to dismissal.

Signature of Candidate

Date

GDPR: APPLICANT PRIVACY NOTICE

Data controller: All Hallows Healthcare Trust

Data protection officer: Jayne Geddes, Corporate Administration Manager

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects a range of information about you. This includes but is not limited to:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- details about your health, including your immunisations;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the organisation will keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisation will hold your data on file for a further 6 months for consideration for future employment opportunities]. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

- As a data subject, you have a number of rights. You can:
- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Jayne Geddes, Corporate Administration Manager, All Hallows Healthcare Trust, Station Road, Ditchingham, Suffolk, NR35 2QL and make a subject access request.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

I, the undersigned, give my express consent for All Hallows Healthcare Trust to collect and process information as outlined above.

SIGNATURE		DATE	
PRINT FULL NAME			