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| Application form | | | | | Applicants Ref. No.: | | |  | | | | CONFIDENTIAL |
|  | | | | | Potens, Head Office 68 Grange Road West, Birkenhead, Wirral, CH41 4DB Telephone: 0151 651 1716 Facsimile: 0151 652 6037 Email: [recruitment@potens-uk.com](mailto:recruitment@potens-uk.com) | | | | | | | |
| Job Title: | | | | | Job Reference No.: | | | | | | | |
| Personal Details: (If completing by hand please use BLOCK CAPITALS and black ink.) | | | | | | | | | | | | |
| Miss/Mr/Mrs/Ms/Dr: | | | |  | | Surname: | | | |  | | |
| Forename: | |  | | | | Home Telephone No: | | | |  | | |
| Address: | |  | | | | Mobile Telephone No: | | | |  | | |
|  | |  | | | | Email Address: | | | |  | | |
|  | |  | | | | Please indicate if you can be contacted at work | | | | Yes: | No: | |
| Referees: | | | | | | | | | | | | |
| Please give the names and address of two people who have agreed to supply references. If you are or have been employed these should be your two most recent employers, your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for the post. If you are a student please provide contact details of a teacher at your school, college or university. Please note that personal references such as friends or relatives are not acceptable. | | | | | | | | | | | | |
| Name: |  | | | | Name: | |  | | | | | |
| Address: |  | | | | Address: | |  | | | | | |
| Telephone Number: | | |  | | Telephone Number: | | | |  | | | |
| Email Address (if known): | | |  | | Email Address (if known): | | | |  | | | |
| Position/Relationship: | | |  | | Position/Relationship: | | | |  | | | |
| Due to the nature of the role, we do have to contact your two most recent employers prior to interview, please sign to confirm you agree to this. If you don’t wish for your employers to be contacted before interview, we are unable to continue with your application. | | | | | | Signature:  Date: | | | | | | |

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| Do you require a a permit to work in the UK? | Yes:  No: |

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| Driving/Transport |
| This section should only be completed if driving/transport is a job requirement.  Do you hold a current Driving Licence? Yes:  No:  Provisional:  Full:  Do you have your own transport? Yes:  No: |

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| Education /Training (Most recent first): | | | | | | | Applicants Ref. No.: |  | | | CONFIDENTIAL |
| DATES (Month & Year) | | | | Qualifications gained (Subject to grades) | | | | | | | |
| From | | To | |  | | | | | | | |
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| Please continue on a separate sheet if necessary. | | | | | | | | | | | |
| Professional Qualifications | | | | | | | | | | | |
| Date gained | Qualification | | | | Training establishment | | | | Reg/Roll No. | | |
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| Membership of Professional Bodies: | | | | | | | | | | | |
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| Qualified Pin No. N.B. Evidence of any qualifications held will be required. Qualified nurses must produce registration / enrolment certificates prior to commencement of employment. | | | | | | | | | | | |
| UKCC PIN NO. | | |  | | | Expiry Date | | | |  | |

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| Present Employer: | | Applicants Ref. No.: |  | | CONFIDENTIAL |
| Title of present job (or most recent): | | Name and address of present employer: | | | |
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| Start Date: |  |  | | | |
| Brief details of responsibilities: | |  | | | |
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|  | | Telephone Number: | |  | |
|  | | Notice to end present job (or date most recent job ended): | |  | |
| Employment History: | | | | | |
| Please note that all gaps in employment must be explained and all employment must be listed | | | | | |
| Dates (Month & Year) | Name and address of employer | Job title and brief details of responsibilities | | Reason for leaving | |
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| Please continue on a separate sheet if necessary | | | | | |

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| Additional Information: | Applicants Ref. No.: |  | CONFIDENTIAL |
| As part of the application process, please use this space to match your skills, knowledge and experience against the person specification. Please provide any additional information in support of your application which you feel is relevant, including details of any unpaid work. | | | |
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| Please continue on a separate sheet if necessary | | | |
| Relatives Employed | | | |
| Are you related to, or know in any way, anyone within the Potens organisation? Yes:  No:  If yes, please give details:- | | | |
| Disciplinary/Barring List Referral | | | |
| Have you ever been the subject of a disciplinary investigation / proceedings or had a Barring List referral made?  Yes:  No:  (If yes, please provide details) | | | |
| CONVICTIONS / CAUTIONS - Rehabilitation of Offenders Act 1979 | | | |
| The position you have applied for has been identified as being an ‘eligible position’ under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 {the Exceptions Order} and, in certain circumstances, the Police Act 1997. As such, it meets the eligibility criteria for a standard or an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS).  Please be aware that the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 (S.I. 2013/1198) made amendment to the 1974 Act to provide that certain convictions and cautions will become protected when specific conditions are met. Protected convictions and cautions will not be disclosed in a DBS check, and employers cannot ask for information about protected convictions or cautions, or take these into account when considering your appointment.  Before you complete this section please read guidance for the filtering of these convictions and cautions which can be found on the disclosure and Barring Service web site at:  [www.gov.uk/government/disclosure-and-barring-service](http://www.gov.uk/government/disclosure-and-barring-service)  Any information given is confidential. As the recipients of disclosed information, Potens will ensure to keep such information secure and protect it against loss or unauthorised access. It is your responsibility to keep Potens up to date with any changes to your circumstances throughout the recruitment process, and any employment with Potens.  Are you currently bound over, or do you have any convictions or cautions (including warnings and reprimands)which are not deemed ‘protected’ under the amendment to the Exceptions Order 1975\*, issued by a Court or Court Martial in the United Kingdom or in any other country?  Yes:  No:  If YES, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing.  Have you ever been issued with a caution, reprimand or warning (issued by a Court or the police)?  Please note that you do not need to tell us about convictions, cautions warnings or reprimands which are deemed ‘protected’ (see above). You are also not required to tell us about parking offences.  Yes:  No:    Do you have any convictions pending that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198)? Yes:  No:  Have you ever been involved in a criminal investigation (whether or not this led to any prosecution that would not be “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198)? Yes:  NO:  If you have answered yes to any of these questions, please give details and continue on a separate sheet if necessary. | | | |
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| Please contact us if you need the application form in an alternative format or if you need any adjustments for the interview | | | |

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| DECLARATION | | |
| Declaration  I declare that all the information given in application for this post is true and complete. I understand that if it is subsequently discovered that any particulars I have given are false or misleading, I may be regarded as ineligible for recruitment or liable to be dismissed.  I understand that details contained on this form may be held on computer, or form the basis of manual records. In applying for this post I understand that data contained on this form may be used to produce depersonalised statistics in connection with Equal Opportunities and recruitment monitoring.  I understand that Potens reserves the right to contact previous employers as part of the employment screening process and that a condition of my employment will be to submit to an Enhanced Disclosure Check carried out by the Disclosure & Barring Service (or Access NI Police Check service in Northern Ireland). I understand that this check needs to be done before I am able to take up my position within the organization, and that any disclosures made will be discussed with my recruiting or line Manager. | | |
| Signed: | Date: |  |
| FOR OFFICE USE ONLY | | |
| For Office Use Only Selected for interview Yes:  No:  (if no, state reason not selected) Date of Interview  Outcome of interview  Signed by interviewer(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Date | | |
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