

DEAF APPLICANTS MAY SUBMIT THIS APPLICATION ON DVD IF PREFERRED



APPLICATION FORM

Personal Details

Title & Surname	
Forename(s)	
Address	
Postcode	

Post Applied For				
Bank or Permanent				
Location Please tick	Warrington		Oldham	Chester
Tel No (home)				
Tel No (work)				
Tel No (mobile)				
What information have you presented today that demonstrates you are permitted to work in the UK. Please refer to interview pack				
Professional Membership No (NMC Pin Number, GMC Reg No etc)				
Expiry Date				

Education

Please confirm you are over 18 years of age (Please tick)	YES	NO
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Name & Location of Schools/Colleges	Subjects Passed & Type of Examination (A/O Level, GCSE/CSE etc)	Grade

Further/Higher Education

To Include Professional Awards and Qualifications

Name of Institution (College/Polytechnic/University)	Degree/Diploma/Certificates Obtained (State Grade and Date)	Type of Course (F/T, P/T)

Present/Last Employment

Position Held			
Name of Employer			
Address	Salary		
	Nature of Business		
	Dates (from-to)		
Postcode			
Reason for leaving/wishing to leave			
Brief description of duties and responsibilities			

Previous Employment

From	To	Name & Location of Employer(s)	Position Held & Responsibilities	Reason for Leaving

Would you like to request any flexible working arrangement? (see attached information) Yes No If yes, please give details.

Other Information

Please give any additional information to support your application, in accordance with the requirements of the post as detailed in the person specification (attach additional sheets if necessary, ensuring your name is on every additional sheet).

References

Please see guidance notes for acceptable referees.

Name (1)	
Address	
Postcode	
Occupation	
Tel No	
Fax No	

Name (2)	
Address	
Postcode	
Occupation	
Tel No	
Fax No	

DISCLOSURE INFORMATION > >

Because of the nature of the work concerned, this post is exempt from the provision of section 4 (2) of the Rehabilitation of Offenders Act 1974. You are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. Any such information given will be completely confidential and will be considered only in relation to your application for the post. In order to fulfil the requirements of the above mentioned Act would you please complete the following:

1 >> Have you been convicted of a criminal offence, been bound over, cautioned or are you currently the subject of any police investigation/actions, which might lead to a conviction, an order binding you over or a caution in the United Kingdom or any other country?

Yes No If Yes

a) What date did this take place? _____

b) What is the charge? (State details of the offence, binding over/caution) _____

c) In which Authority/Country did this take place? _____

NB Having a criminal conviction will not bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by St George Healthcare Limited.

2 >> Have you ever been or are you currently subject to any fitness to practice proceedings by an appropriate licensing or regulatory body in the United Kingdom or any other country?

Yes No If Yes

a) Details of the proceedings: _____

b) Date of proceedings: _____

c) Country and name and address of licensing or regulatory body: _____

d) Have you ever been disqualified from practicing? Yes No

If YES Please give details: _____

3 >> Have you ever been dismissed from employment?

Yes No

If YES Please give details: _____

4 >> Please give details and reasons for absence due to sickness during the last two years (continue on a separate sheet if necessary)

I certify that the above information is correct.

I understand that any appointment offered is subject to a medical screening, references and Criminal Records Bureau (CRB) disclosure.

Signed >>

Dated >>

St George Healthcare Group operates is an Equal Opportunities Employer.

Please return completed application form to >>

HR Department, St Mary's Hospital, Floyd Drive, Warrington. WA2 8DB
Tel: Reception: 01925 423300 Fax: 01925 576752

INFORMATION FOR CANDIDATES

Thank you for expressing an interest in working for St George Healthcare Group. I am pleased to enclose an application form, job description and person specification for the post which you requested, along with any relevant information, which may affect your application, and supporting information about our organisation.

YOUR APPLICATION

❖ **Completing and returning your application.**

Please note that any electronic applications need to be printed and returned via the post. We will not accept applications back via e-mail.

Please complete the form in black ink or type. Your application form and any supporting documents are the only information that will be used to decide whether or not you meet the criteria for shortlisting, it is therefore important that you complete the form accurately and in full. Please ensure that you explain on the application form how you meet each of the criteria specified in the job description and person specification. Please also ensure you include any flexible work requests on your application form.

In order to be considered for the post it is essential that your completed application form is returned to us by the closing date as late applications will not be considered.

HR Department, St Mary's Hospital, Floyd Drive, Warrington. WA2 8DB

❖ **Shortlisting, references and attending interviews**

If after four weeks of the closing date you have not received notification that you have been shortlisted for interview, regrettably you are advised that your application has been unsuccessful.

References will be sought for successful candidates only. As indicated on the application form two referees are required. If you are currently employed, one should be the name of your current employer and the second from appropriate individuals who can ensure the integrity and good character of yourself. Friends and family members will not be accepted.

In the event that you have only worked as a volunteer, references will be required from the two most recent bodies for whom you have worked.

❖ **Rehabilitation of Offenders Act 1974 and Criminal Disclosure**

Criminal Disclosure is required for all employees of St George Healthcare Group prior to the commencement of employment. At interview you will be asked to declare any/all cautions/formal warnings, convictions or bind overs, including any which are 'spent' or pending which you may have. St George Healthcare Group will then take a view as to how this affects your potential employment.

❖ **Registration/Fitness to Practice**

Applicants for employment with St George Healthcare Group are required to disclose on the application form and at interview whether they are the subject of any fitness practice proceedings by an appropriate licensing or regulatory body in the United Kingdom or any other country.

St George Healthcare Group will then take a view as to how this disclosure affects your potential employment.

In addition, you will be required to provide proof of valid registration and to maintain that registration throughout any subsequent employment.

❖ **Qualifications**

Where specific qualifications are required in relation to the position applied for verification will be sought at interview.

❖ **Conduct**

All applicants for employment with St George Healthcare Group are required to disclose on the application form and at interview whether they have ever been dismissed from employment.

St George Healthcare Group will then take a view as to how this disclosure affects your potential employment.

In addition to this information will be sought from identified referees.

❖ **Medical Examination**

If you are appointed you receive a provisional offer of employment which will be subject to satisfactory medical clearance. You should not resign from your current post until you receive confirmation of medical clearance, references and CRB disclosure. Following clearance you will receive a confirmation of offer and a start date will be negotiated.

❖ **Work Permits**

In accordance with the Immigration, Asylum and Nationality Act 2006, **Documents Accepted as Proof of Eligibility.** You must provide one original document from List 1 OR two original documents in the correct combination from List 2. For European Country Lists please further along this section.

LIST 1

Any ONE of the following documents:

- A passport showing the holder is a British citizen or has a right of abode in the UK.
- A passport/other document endorsed showing the holder either:
 1. has current right of residence in the UK as family member of a national of the European Country Lists resident in the UK.
 2. can stay indefinitely in the UK, or has no time limit on their stay.
 3. is a national of the countries in the European Country Lists?
 4. holder can stay in the UK and allows the holder to do the type of work offered.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take employment.
- A residence permit issued by the Home Office to a national from the countries in the European Country Lists.

LIST 2

Document 1 AND one other document on the same list:

- A document giving the person's permanent National Insurance Number and name i.e. P45, P60, National Insurance card

AND

1. A full birth certificate issued in the UK, inc. the names of the holder's parents.

OR

2. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.

OR

3. Certificate of registration or naturalisation stating the holder is a British citizen.

OR

4. An Immigration Status Document issued by the Home Office endorsed so the person named can stay either: indefinitely in the UK, or has no time limit in the UK, **and** this allows them to do the type of work offered.

OR

1. A letter issued by the Home Office which indicates the person named can either:
 2. stay in the UK, **and** this allows them to do the type of work offered.
 3. stay indefinitely in the UK, or has no time limit on their stay.

OR

Document 1 AND one other document on the same list

- A work permit / other approval for employment issued by Work Permits UK.
AND
- A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question. OR
- A letter issued by the Home Office confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.

A8 Worker Registration Scheme

The EEA has expanded to allow a further 8 countries to join. However, for employment purposes, the applicants from the new 8 countries, listed under Country List B, must submit an application to register with the Home Office under the A8 Workers Registration Scheme (WRS). Registration is for each new employer in order to work legally in the UK, providing they do not have alternative permit documents to allow them to carry out the appropriate work in the UK (see Exemptions).

This does not prevent you employing the person initially, but you must ensure that the application under the A8 WRS is made within one month of commencement if you are a member of the European Economic Area/European Union you are not legally entitled to work in this country. If you require a work permit this documentation must be obtained before and unconditional offer of employment can be made.

European Country Lists

NB

All employees who have passports or identity cards from the countries in Country List B and do not have alternative permit documentation must register with the Home Office under the new A8 Workers Registration Scheme – see below.

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EQUAL OPPORTUNITIES

St George Healthcare Group is taking steps to ensure the implementation of its Equal Opportunities Policy. This form is intended to monitor the effectiveness of our Policy, and it would be much appreciated if you would complete and return it with the application form. This form will play no part in the process of recruitment and it is used purely for monitoring purposes, hence it is not compulsory to complete it.

Post applied for:

Ethnic Origin (Please tick one box only)

- UK European/Irish
- Other European
- Asian
- African/Caribbean
- Other (please specify)

Disability (Please tick one box only)

- Registered Disabled
- Non Registered Disabled
- Not Disabled

Gender

- Male
- Female

Marital Status

- Married
- Single
- Other