

Portobello Place

Chartridge Lane, Chartridge, Bucks, HP5 2SH

Application for employment

private & confidential – complete all sections in block capitals and black ink

Return this form to: jan@portobelloplace.com, or Portobello Place, Chartridge Lane, Chartridge, Bucks, HP5 2SH

Position applied for:		How did you hear about us:	
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Section A Title:	NI No.
Surname: (Please insert all surnames used).	Forename(s): (Please insert all names used).
Address: Postcode: Email address:	Tel. No (please include code): (Home) (Work) (Mobile)
Current driving license? Yes/No Groups: Expiry Date: Details of any endorsements if relevant:	For Registered Nurse Applicants NMC PIN No. Expiry Date: Level of Registration:

Identity Information Do you hold a current passport Yes/No Expiry Date: Passport Number:	Please circle the correct term for your status Leave to remain [Restricted] Indefinite Leave to Remain British Citizen Type of Visa:
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Section B Schools & Dates Qualifications gained	College/University Qualifications gained Dates
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Other training – please give dates, title and qualifications gained:

Other Employment [Section C]

Please note any other employment you would continue with if you were to be successful in obtaining this position.

References [Section D]

Please provide details of **two referees** who can provide information relating to your competency in a caring role, **one of whom must be your present or most recent employer** (referees for qualified Nurses must be professionals). If you are a student, please give an academic referee. If you are applying for a post which requires unsupervised access to children/vulnerable adults, we reserve the right to **approach any past employer for a reference**.

1.	Name:	2.	Name:
	Position:		Position:
	Organisation:		Organisation:
	This must be the work address, no personal address will be accepted Address: Postcode:		This must be the work address, no personal address will be accepted Address: Postcode:
	Tel No.		Tel No.
	Email Address:		Email Address:
	May we approach the above prior to interview? Yes/No		May we approach the above prior to interview? Yes/No

Employment History (Please complete in full using a separate sheet if necessary, starting with your most recent employment and give reasons for any gaps in employment, eg. Unemployed/mother ect/travel, must be **your full work history since leaving school**)

[Section E]

Name & Address of employer	Job Title & Duties	Salary on leaving	Employment From – To (month and year)	Reason for leaving
Current Employment 1.				
2.				
3.				
4.				
5.				
6.				
7.				

Ensure you have explained any breaks in employment (use further sheets if needed)

General Comments [Section F]

At Portobello Place we put a lot of emphasis on our Visions and Values, which are as follows;

Care & Compassion

Respect & Appreciation

Teamwork & Enjoyment

Honesty & Integrity

Focus & Discipline

Creativity & Innovation

Below, please outline an example of when you have demonstrated **ONE** of these values?

Cautions, Rehabilitation And Criminal Records [Section G]

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, **which means that convictions that are "spent" under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment.** Any information will be completely confidential and will be considered only in relation to this application.

In addition you are required to submit to the Disclosure and Barring Service. Any standard or enhanced disclosure made by the DBS/SCRO will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required).

If YES, please give details:

Special Requirements (Care Sector) Regulation 19 Schedule 2 [Section I]

Because this position involves the care of vulnerable adults employment is dependent on the following:

- 1) Your written consent to obtaining an **enhanced** disclosure certificate from the Criminal Records Bureau or an approved umbrella body prior to an offer of employment.
- 2) Such disclosure being acceptable to us.
- 3) Proof of identity & right to work in the UK– birth or marriage certificate – Passport with relevant visa or stamp in date – NI Card – Driving Licence. [Original documents only].
- 4) Two satisfactory written references [which have been verified].
- 5) That you will supply a photograph of yourself for retention in your records.
- 6) Details and evidence of qualifications and registration with professional bodies.

Declaration (Please Read Carefully Before Signing This Application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that my previous employers may be approached for references. I also agree that should I be successful in this application, Portobello Place and its subsidiaries will apply to the Disclosure and Barring Service /Scottish Criminal Records Office for an enhanced disclosure. I understand that should the disclosure or reference not be satisfactory; any offer of employment may be withdrawn or my employment terminated.
4. In line with GDPR regulations we will ensure compliance by :
 - We will keep your information Safe and secure
 - We will only process in a Lawful manor should your application be successful
 - We will not pass on your information to any 3rd party without your expressed consent
 - we will process your information in line with our recruitment policy and records handling policy

Application Form Privacy Statement

Here at Portobello Place we take privacy seriously and will only use the personal data provided by you to process your application and administer any future employment you have applied for.

We would like to contact you from time to time regarding keeping up-to-date the details you have provided to us, regarding your employment or c.

We will never sell the data provided and promise to keep it safe.

If you consent to us contacting you, please confirm by answering yes or no to the following options;

By Phone- **yes** **no**

By Email- **yes** **no**

By Post- **yes** **no**

Your records will be treated in accordance with the principles of the Data Protection Act 1998 before May 2018 and the new GDPR Regulations following May 2018

If you wish your data to be forgotten/removed from our records please contact the Manager by email jan@portobelloplace.com

Signed:

Date:

For Office Use Only

Application form checked by		Date	Authorisation to proceed by		Date
Passed to Senior Manager		Date	Approved for Interview		Date
Interview Booked		Date	Result of Interview		Date
DBS Applied for	Yes/No	Date	DBS Received		Date
Offer letter sent	Yes/No	Date	Contract Issued	Yes/No	Date

References sent to			Reference Received from		Date
1.		Date	1.		
2.		Date	2.		
3.		Date	3.		