



Office Use
Only: _____

APPLICATION FOR EMPLOYMENT FORM

Completed Application Forms should be returned to:

Wood Lodge Nursing Home
G & M Lodge Caring Ltd
Wood Lodge Nursing Home
50 Mill Hill
Castlewellan
Co. Down BT31 9NB

PRIVATE AND CONFIDENTIAL

Please complete in BLOCK CAPITALS

Applicant Reference
Number:

Position applied
for:

 Day Duty/Night Duty

Primary Location of Post: Wood Lodge Nursing Home

How did you hear of this vacancy?
(include date)

A. PERSONAL PARTICULARS

| | |
|---|---|
| 1. Full Name: Mr/Ms/Mrs/Miss | |
| 2. Address: | 3. Telephone Number (including STD Code) Home: _____ Mobile: _____ |
| 4. a. N.I. Number: _____ b. NISCC: _____ c. NMC : _____ | 5. E-mail address: _____ |



APPLICATION FOR EMPLOYMENT FORM

B. EDUCATION AND QUALIFICATIONS AND TRAINING

QUALIFICATIONS: Please give details of examinations attempted and results (including any examinations failed)

| Name(s) and Address(es) of School(s)/College(s) | Dates | | Subject/Courses Studied & Level | Examination Result/ Grade (include any examinations failed) |
|--|-------|----|------------------------------------|---|
| | From | To | | |
| | | | | |

FURTHER AND HIGHER EDUCATION: Please give details of all further and higher education since leaving school including training courses and details of qualifications

| University/College/ Institute Attended | Dates | | Subjects Studied Type of Training | Qualifications Obtained |
|---|-------|----|--------------------------------------|----------------------------|
| | From | To | | |
| | | | | |

PROFESSIONAL ASSOCIATIONS: Please state whether you are a member of any technical or professional association, and if so, which:

FOREIGN LANGUAGES: Please list any foreign languages you speak and your level of competence, both oral and written:

| Training Course | Course Provider | Date Completed |
|-----------------|-----------------|----------------|
| | | |



APPLICATION FOR EMPLOYMENT FORM

C. EMPLOYMENT HISTORY

Please list all companies you have worked for, starting with the most recent:

| Name(s) and Address(es) of Employer(s) | Dates | | Position Held/ Main Duties | Salary | Reason for Leaving |
|---|-------|----|-------------------------------|--------|-----------------------|
| | From | To | | | |
| | | | | | |

Gaps in employment

| From | To | Please give details of and provide explanation for any time you were not working. |
|------|----|---|
| | | |

D. DISCLOSURES

INVESTIGATIONS/REPORTS

1. Have you ever been the subject of an Adult or Child Abuse investigation or been previously referred to the Independent Safeguarding Authority/DBS as a result of misconduct involving a child or a vulnerable adult? YES NO
2. Have you ever been reported to NMC/NISCC? YES NO

CONVICTIONS/OFFENCES

Due to the services provided the majority of posts within the company are governed by the Protection of Children & Vulnerable Adults (NI) Order 2003 and the Rehabilitation of Offenders (Exceptions) Order NI 1979. Disclosures of offences will not automatically debar you from applying for the post.

Do you have any convictions that are not "protected" as defined by the Rehabilitation of Offenders (Northern Ireland) Order 1978, as amended in 2014? YES NO
 Corriewood have a policy on the recruitment of ex-offenders.



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E. SUPPLEMENTRY INFORMATION

Please give details of experience, skill or achievements which you feel may be relevant in your application for employment. (Continue on separate sheet if necessary).

Do you have other work commitments which might limit your working hours?

Yes / No

How much notice are you required to give to leave your present employment?

Can you provide evidence to prove you are eligible to work in the UK?
Please provide details:

Do you have a current full driving licence?

Yes / No

Does your licence have any current endorsements?

Yes / No

If Yes, please give further information:



APPLICATION FOR EMPLOYMENT FORM

F. REFERENCES

Please provide the names of two referees which must include your present/most recent employer. Nurse applications must give 2 employment references. Relatives should not be named as referees.

Can we approach your present/most recent employer? Yes / No

(Tick in box if you do not wish your employer to be contacted before an offer of employment is made)

| Name, Position, Address and Telephone Number | Name, Position, Address and Telephone Number |
|--|--|
| | |



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G. DECLARATION OF APPLICANT

Have you been convicted of any criminal offence which cannot be regarded as 'spent' in terms of the Rehabilitation of Offenders Act 1974? Yes / No If yes, please give details on a separate sheet marked 'Private and Confidential for the attention of the Manager'.

I understand and accept that any offer of employment and subsequent appointment will be subject to:

- Information I give being correct and that any omissions, misleading or false information may provide grounds for withdrawal of offer or termination of employment.
 - Satisfactory references, Access NI disclosures, evidence documentation checks, medical information and relevant registration checks as deemed acceptable to the company.
 - Registration with the appropriate body as required under statutory regulation ie. NMC/NISCC. Applicable YES/NO
 - Access NI: Should you be successful in obtaining a position with the company any offer will be subject to receipt of a satisfactory Access NI and employment may not commence until the disclosure has been received. All information provided will be kept in the strictest of confidence and only used for the purposes of assessing your suitability for the post you have applied.
 - Corriewood Holdings have a policy on the handling of disclosure information.
- ❖ Access NI have a written code of practice which can be downloaded from www.dojni.gov.uk/index/accessni/support/code-of-practice.htm

Signed _____ Dated _____

H. MONITORING

Please complete the enclosed Monitoring Form and place it in the Monitoring Envelope provided. Send this back with your application form to the HR Manager at the company address on the top of the first page. If you are disabled please give details of any special arrangements you would require for interview.

Please indicate how you became aware of this vacancy:

Newspaper – please specify Refer a friend

Jobcentre Online Facebook

Other

In compliance with The GDPR EU2016/679 Corriewood will process personal data in an appropriately secure manner including protection against unauthorised or unlawful processing and against accidental destruction or damage by the use of appropriate technical or organisational measure.