

Branch details:

Please attach photograph:

APPLICATION FORM

POSITION APPLIED FOR

PERSONAL DETAILS

(Mr / Mrs / Miss / Ms) Surname: Forenames:

Nationality: National Insurance Number:

Full Address:

Postcode:

Telephone: Number (home): Mobile Number:

Email:

Please state your current / last job title:

Do you hold a current full driving licence? Yes No Do you have a car available Yes No

NEXT OF KIN (to be notified in case of emergency)

Full Name (to include Title, Surname and Forenames):

Full Address:

Postcode:

Telephone Number (home): Relationship:

EDUCATION

Please provide details of your Secondary Education

Name of School:

Date of Attendance from: to:

QUALIFICATIONS & GRADES

Please provide details of your Further Education / Training

Name of Establishment:

Date of Attendance from: to:

ADDITIONAL / PROFESSIONAL QUALIFICATIONS

PROFESSIONAL REGISTRATION NUMBER

EXPERIENCE QUESTIONNAIRE

To enable us to assess your experience could you please TICK the appropriate boxes

Experience of working in hospitals	<input type="checkbox"/>	Care of feet (excluding toenails)	<input type="checkbox"/>
- please state areas i.e. HDU, Renal, Oncology	<input type="checkbox"/>	Dressing / undressing	<input type="checkbox"/>
-		Bed bath	<input type="checkbox"/>
-		Shaving	<input type="checkbox"/>
-		Care of hair	<input type="checkbox"/>
-		Care of bladder and bowels	<input type="checkbox"/>
-		Use of bedpan / commodes etc	<input type="checkbox"/>
Nursing/Residential homes	<input type="checkbox"/>	Emptying catheter bag	<input type="checkbox"/>
E.M.I Units	<input type="checkbox"/>	Changing colostomy bag	<input type="checkbox"/>
Experience of working in learning disabilities services	<input type="checkbox"/>	Moving and handling patients	<input type="checkbox"/>
Experience of working in mental health services	<input type="checkbox"/>	Use of walking aids	<input type="checkbox"/>
Experience of working in residential childrens homes	<input type="checkbox"/>	Use of hoist	<input type="checkbox"/>
Experience of caring for the terminally ill	<input type="checkbox"/>	Obtaining simple specimens	<input type="checkbox"/>
Experience of working in youth offending services	<input type="checkbox"/>	Preparation of meals	<input type="checkbox"/>
Experience of working in a youth club	<input type="checkbox"/>	Feeding patients	<input type="checkbox"/>
Experience of working with children with learning disabilities	<input type="checkbox"/>	Pressure area care	<input type="checkbox"/>
Experience of caring for those with physical disabilities	<input type="checkbox"/>	Ensuring medication has been taken	<input type="checkbox"/>
Experience of spinal injury care	<input type="checkbox"/>	Observing changes in patients / clients and reporting	<input type="checkbox"/>
Experience of acquired brain injury care	<input type="checkbox"/>	Simple dressings	<input type="checkbox"/>
Experience of stroke patient care	<input type="checkbox"/>	Assisted with Last Offices	<input type="checkbox"/>
Experience of caring for people with degenerative conditions	<input type="checkbox"/>	Assisted with Occupational Therapy including sport & play	<input type="checkbox"/>
Experience of taking and recording general observations	<input type="checkbox"/>	Bed making	<input type="checkbox"/>
- please state which i.e. blood pressure, pulse, fluid balance, temperature		Changing a bed / drawsheet with patient in / on it	<input type="checkbox"/>
-		Light housework, washing of personal laundry	<input type="checkbox"/>
-		Shopping / collection of pensions	<input type="checkbox"/>
-		Experience in milk kitchens/bottle feeding	<input type="checkbox"/>
-		Peg feeding	<input type="checkbox"/>
Clinic or community based practice	<input type="checkbox"/>	Any other, please state:	
Bath / Shower / Strip wash	<input type="checkbox"/>		
Use of bath aids	<input type="checkbox"/>		
Mouth care (inc. denture care)	<input type="checkbox"/>		

EXPERIENCE QUESTIONNAIRE FOR THOSE WORKING IN NURSERY SETTINGS

Tick environments you have worked:

Private nursery	<input type="checkbox"/>	Number and word games	<input type="checkbox"/>
Local authority nursery	<input type="checkbox"/>	Overseeing outdoor play	<input type="checkbox"/>
Hospital nursery	<input type="checkbox"/>	Organising:	
Reception class / kindergarten	<input type="checkbox"/>	Organising and leading group activities	<input type="checkbox"/>
Primary school classroom assistant	<input type="checkbox"/>	Planning & setting out themed activity areas	<input type="checkbox"/>
College nursery / crèche	<input type="checkbox"/>	Reading stories to group	<input type="checkbox"/>
After school schemes	<input type="checkbox"/>	Babies:	
Special needs nursery	<input type="checkbox"/>	Nappy Changing	<input type="checkbox"/>
Other	<input type="checkbox"/>	Washing and dressing	<input type="checkbox"/>
Daily Activities:		Bottle feeding	<input type="checkbox"/>
Welcoming children and parents	<input type="checkbox"/>	Solids Feeding	<input type="checkbox"/>
Providing snacks	<input type="checkbox"/>	Ensuring safe environment	<input type="checkbox"/>
Toileting	<input type="checkbox"/>	Stimulating and interacting	<input type="checkbox"/>
Wash and tidy	<input type="checkbox"/>	Record Keeping:	
End of day/session clearing away	<input type="checkbox"/>	Keeping records	<input type="checkbox"/>
Play:		Completing paperwork for childrens files	<input type="checkbox"/>
Ensuring safe play	<input type="checkbox"/>	Education and development:	
Sand and water play	<input type="checkbox"/>	Interacting through play	<input type="checkbox"/>
Creative play	<input type="checkbox"/>	Number and word games	<input type="checkbox"/>
Baking	<input type="checkbox"/>	Reading	<input type="checkbox"/>
Music	<input type="checkbox"/>	Writing	<input type="checkbox"/>
Mime & role-play	<input type="checkbox"/>	Cognitive learning awareness	<input type="checkbox"/>
Any other, please state:			

HEALTH DECLARATION

<i>Do you or have you ever suffered with:</i>	<i>Tick as applicable</i>	<i>If yes, please give further information</i>
Are you currently taking any medication tablets, special diets or injections?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever had to leave employment for health reasons?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you suffer blackouts, fits or giddiness or have any condition of vision/hearing which may effect your ability to work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Neurological, migraines, (including epileptic) symptoms, disorders or diseases?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there any aspect current / recent of your health / medical condition / treatment which, might restrict or effect your ability or performance at work.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you or have you suffered cardiovascular symptoms, chest pains, irregular blood pressure, varicose veins, haematological disorders or diseases, asthma, bronchitis or tuberculosis?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please state
Do you or have you suffered from stress, depression, mental illness or nervous breakdown, alcoholism or drug related symptoms?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes we may require additional information from your GP
Have you suffered from gastrointestinal, bowel, typhoid, paratyphoid or dysentery problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you any reason to believe you have been infected by any communicable disease?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you suffer Immuno-deficiency symptoms e.g. (HIV positive) disease or disorder?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bladder or kidney trouble?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Dermatitis of skin condition, including allergy to latex gloves or powder?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever had mumps, measles, shingles?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Back problems or rheumatism or arthritis?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Diabetes, thyroid or other gland problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you pregnant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If circumstances change we must be informed immediately
Do you suffer from recurrent sore throats or have you ever been treated for MRSA infections?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any accident or illness or any other medical condition that prevented you from attending work or your normal duties or activities for more than 1 month during the past year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please state
Do you have any allergies?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
Do you consume alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many units per week?
Are you allergic to any Food, Drink, Chemicals or anything else?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please state:
Have you been abroad in the past two years? If so, please complete and fill in the details below	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Screening Have you got any history of any medical screening?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Were the results in anyway abnormal? If so provide details in space below:
Date of most recent screening and name of hospital / trust	
If your health changes in any way, please inform Network Healthcare immediately. Failure to do so may invalidate your insurance.		

RECORD OF IMMUNISATIONS*(LAB REPORT FROM AN OCCUPATIONAL HEALTH DEPARTMENT OR G.P. PATHOLOGY REPORT CONFIRMING YOUR IMMUNISATION STATUS, IF REQUIRED)*

TYPES OF IMMUNISATION	YES	NO	DATES/RESULTS
Rubella (German Measles)			
Measles Disclaimer:- I have / have not had measles.			Signed: _____ Date: _____
Hepatitis B (including Titre levels)			
Antibodies			
Tuberculosis BCG / Scar			
Hepatitis C – antibodies			
Immuno-deficiency disorders (Inc HIV)			
Varicella - (Chicken Pox / Shingles). <i>Disclaimer:- I can confirm that I have suffered from this disease.</i>			Signed: _____ Date: _____
Tetanus			
Poliomyelitis			

I take full responsibility for entering into employment with Network Healthcare before completing my full course of inoculations against Hepatitis B. I have been advised and am aware that the inoculations have to be completed, however, the position does not depend on this.

Signed: _____ Date: _____

Do you agree to being health screened or to obtaining a certificate of fitness from your G.P. or an Occupational Health Service if required? Yes No

Have you been abroad in the last two years? If so, please complete the details below:

Country Visited:	Date & Duration of stay	Inoculation required

Name of G.P. _____

Address: _____

Tel No. _____ Signed: _____

FOR NIGHT SHIFT WORKERS ONLY

Have you worked night shifts in the past? Yes No

How long have you been working night shifts? _____

Have you ever suffered health problems directly related to working night shifts? Yes No

If yes, please give details: _____

When on night duty, I am able to sleep in the day and incur no health problems Yes No

TRAINING

Please provide the dates that you last undertook the following training courses and provide copies of certificates at interview.

Training Course	Date of Last Training	Training Course	Date of Last Training
Moving & Handling		Administration of medication	
Fire safety		Adult abuse awareness (POVA)	
Health & Safety (1974/1999 Acts Including COSSH/RIDDOR)		Food hygiene	
Infection control		Conflict management	
Interpretation of cardiocograph traces		Resuscitation of the newborn	
First aid		Medication Awareness	
C.P.R.			

Please give details of any further training, for which, certificates must be provided at interview.

WORK PREFERENCE

Full Time Part Time Weekends Weekdays Nights Occasional Weeks

Date available to commence:

Please state the geographical locations in which you would like to work:

GENERAL INFORMATION

Do you speak any other language as well as English? Yes No

Language	Written			Spoken		
	Fluent	Good	Fair	Fluent	Good	Fair

BANK DETAILS

If your account details are not provided, no payment of wages can be made.

Account Details

Name of Bank/Building Society:

Address:

Sort Code:

Account Number:

Account in the name of:

Declaration: I hereby request and authorise Network Healthcare to credit all amounts due to me to my account, detailed above.

Signed:

Dated:

REFERENCES

Please give the names of two professional people, of a senior grade / position to you, including your present or most recent employer, whom we may approach for a reference (not relatives or friends). They must be able to provide a credible comment on your ability to undertake the duties of the post applied for. If the references do not cover the last five years of work, please supply additional referee details on a separate sheet. HOME ADDRESSES OF REFEREES ARE NOT ACCEPTABLE

REFERENCE 1

Name: _____ Position: _____

Name of Establishment / Home:

Work Address (not home):

Post Code:

Telephone Number:

Email:

How long has this person known you in a professional/work context?

Was this person senior to you? Yes No

REFERENCE 2

Name: _____ Position: _____

Name of Establishment / Home:

Work Address (not home):

Post Code:

Telephone Number:

Email:

How long has this person known you in a professional/work context?

Was this person senior to you? Yes No

REFERENCE 3		
Name:		Position:
Name of Establishment / Home:		
Work Address (not home):		
Post Code:	Telephone Number:	Email:
How long has this person known you in a professional/work context?		
Was this person senior to you? <input type="checkbox"/> Yes <input type="checkbox"/> No		

REHABILITATION OF OFFENDERS ACT 1974 & CRIMINAL RECORDS	
<p><i>By virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 1986, the provisions of section 4.2 of the Rehabilitation of Offenders Act 1974 DO NOT APPLY to any employment which is concerned with the provision of health services and which is of such a kind to enable the holder to have access to persons in receipt of such services in the course of his / her normal duties. You should therefore list all offences on a separate sheet even if you believe them to be "spent" or "out of date" for some other reason.</i></p>	
Have you ever been convicted of a criminal offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been cautioned or issued with a formal warning for any criminal offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(If you answered "yes" please attach details including dates on a separate sheet)	
<p><i>DBS / Disclosure and Barring Service, is the executive agency of the Home Office responsible for conducting checks on criminal records. We are a registered body for receipt of DBS disclosure information. Clients within the healthcare sector insist on agencies making informed recruitment decisions which require criminal record checks to be made on all staff. It is a condition of proceeding with your application that you apply for a DBS disclosure. The disclosure will be compared with the information given above in Section 7 and any inconsistencies could invalidate your application.</i></p>	
Name:	Date:

ELIGIBILITY TO WORK	
People with an automatic right to work are citizens of the U.K., European Union and E.E.A. and certain Commonwealth citizens.	
Do you require a work permit or other permission to take employment in the U.K.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details below:
Are you visiting Britain on a working holiday? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you hold a Student Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Passport Nationality:	Place of issue:
Passport Number:	Date of issue: Expiry date:

WORKING TIME DIRECTIVES	
<p>The European Union has laid down guidelines for all workers, governing the length of the maximum working week that it is safe to work. The current limit is 48 hours per week. As you are under no obligation to accept work offered, you will never be compelled to work more than 48 hours per week but you may choose to do so.</p>	
Please would you sign below to confirm that you have read and understood this information and please indicate your preferences by ticking the most appropriate box.	
I DO NOT wish to work more than 48 hours per week	<input type="checkbox"/>
I DO wish to work more than 48 hours per week	<input type="checkbox"/>
Signed:	Date:

ABUSE POLICY	
<p>I understand that I must be aware of the prevention of abuse policies that are enforced by the governing council in any placement that I may work in. I have been advised that Network Healthcare will retain a copy of these policies and I can access them at any time.</p>	
Signed:	Date:

DATA PROTECTION ACT 1998 & INSPECTION

We are required to hold personal information on staff e.g. National Insurance number, address, qualifications. From time to time we may be required to release elements of this information when placing you in assignments; please be assured that we would only disclose information that is necessary.

We would therefore be grateful if you would complete and sign the declaration below. If you have any concerns about this or want to discuss it further, please contact your branch manager.

I consent/do not consent (circle as appropriate) to the disclosure of information required to place me on assignments.

Print Name:

Signed:

Dated:

Note: Regulatory bodies such as Social Services, Home Office, Immigration, Care Standards Commission have the right to access personal files for inspection purposes in order to verify compliance with legislation and CQC regulations.

DECLARATION – INVESTIGATION / SUSPENSION

Are you currently suspended from duty with any other organisation? Yes No

Have you ever been investigated or suspended for a disciplinary or other matter, eg for a referral under the POVA / POCA arrangements ? Yes No

If 'YES', please provide details and the current investigation status on a separate sheet.

I agree to inform Network Healthcare Limited if, at any time, whilst registered with them, I am suspended from duty by any other organisation.

Signed:

Dated:

HOME OFFICE IMMIGRATION SERVICE CHECK

I give permission for Network Healthcare to contact the Home Office / United Kingdom Immigration Service in order to establish my immigration status and eligibility to work.

Signed:

Dated:

Do you have indemnity insurance? Yes No

Date of expiry:

DECLARATION

The information I have given in this registration form is, to the best of my knowledge, complete and accurate in all aspects. I understand that knowingly giving false information will disqualify me from registration with this agency. I also agree to keep Network Healthcare Limited advised of any changes to any of the information supplied.

Signed:

Dated:

Print Name:

Qualification:

FOR OFFICE USE ONLY

Date Received:

Date Fully Registered:

Confirmed By (Staff Initial):