

For Internal Office Use Only		
Application Reference		/

1 APPLICANT INFORMATION									
Title	Dr	Mr	Miss	Mrs	Ms	Other (specify)			
Surname				First Name				Middle Name(s)	
Date of Birth			Previous or Maiden Name						
House No. or Name				Home Telephone					
Street				Mobile Phone					
Town				Work Phone					
County				Email Address					
Post Code				UK National Insurance No.					
Country				Nationality					

2 DRIVING LICENCE		
Do you have a current Driving Licence that is valid for use in the UK?		YES NO
If 'YES' to the above, please enter the licence number.	Licence #	

3 POSITION APPLIED FOR		
Preferred Employment Type	Full Time	Flexible Hours
Office Administration	Domiciliary Care	Agency Work [Complete section 4]
Job Title		
<i>Complete Section 4 below only if you selected "Agency Work" above.</i>		

4 AGENCY WORKER ROLE APPLIED FOR					
Registered Nurses		Support Workers/HCAs	Doctors	Allied Health Professionals	Cleaning/Kitchen
General Nurse	Midwife	Health Care Assistant	GP	Social Worker	Cleaner
Mental Health Nurse	Theatre Nurse	Support Worker	Hospital Doctor	Physiotherapist	Kitchen Assistant
Community Psychiatric Nurse	ICU Nurse	Homecare Support Worker	Specialty Doctor	Occupational Therapist	Cook
District Nurse	Health Visitor	Care Worker	Consultant	Dietician	Chef
Other (specify)					

For Internal Office Use Only		
Application Reference		/

5	MEMBERSHIP OF PROFESSIONAL BODIES		
Please provide details regarding any relevant professional registrations or memberships. This information will be subject to a satisfactory check.			
5.1	Professional Registration Status		
Please indicate your UK Professional Registration status			
Registration is not required for this post			
I have current UK professional registration relevant for this post			
<i>If professional registration is not required for this post, skip to Section 6, otherwise complete 5.2 and 5.3 below.</i>			
5.2	Professional Registration Number/PIN [complete if applicable]		
If you have answered 'I have current UK professional registration relevant for this post', then please enter the relevant details below.			
	Professional Body	Membership or Registration type	Membership/Registration Number/PIN
	Nursing and Midwifery Council (NMC)		
	General Medical Council (GMC)		
	Health & Care Professions Council (HCPC)		
5.3	If you are applying for a post that requires professional registration, you are required to further provide the following information:		
5.3.1	Are you currently the subject of a fitness to practise investigation or proceedings by a licensing or regulatory body in the UK or in any other country?	YES	NO
	If 'YES' to the above, please provide details of any investigations or proceedings you may be subject to.		
5.3.2	Have you been removed from the register or have conditions been made on your registration by a fitness to practise committee or the licensing or regulatory body in the UK or in any other country?	YES	NO
	If applicable, please provide details of any conditions you may have.		

For Internal Office Use Only		
Application Reference		/

6	RIGHT TO WORK IN THE UNITED KINGDOM (UK)		
<p><i>Under Immigration, Asylum and Nationality Act, we are required to check that all employees are eligible to work within the UK.</i></p> <p><i>Please tick 'YES' against the right to work category that is applicable to you and indicate which of the specified original documents you would be able to submit as proof of your right to work.</i></p>			
6.1	Are you a British Citizen or a citizen of the United Kingdom and Colonies having the right to work in the UK?		YES
If 'YES' to the above, which of the following original documents can you provide as confirmation?			
Passport UK Birth Certificate (short or long) and permanent UK National Insurance Number			
6.2	Are you a national of European Economic Area (EEA) country or Switzerland?		YES
If 'YES' to the above, which of the following original documents can you provide as confirmation?			
Passport National Identity Card Registration Certificate or Document Certifying Permanent Residence Permanent Residence Card			
6.3	Are you allowed to stay indefinitely in the UK?		YES
If 'YES' to the above, which of the following original documents can you provide as confirmation?			
Passport (endorsed) Biometric Residence Permit Immigration Status Document Birth Certificate (short or long) and permanent National Insurance Number Certificate of Registration or Naturalisation as a British Citizen and permanent National Insurance Number			
6.4	Do you have a current document that indicates that you are allowed to stay in the UK and are allowed to do the type of work in question?		YES
If 'YES' to the above, which of the following original documents can you provide as confirmation?			
Current Passport (endorsed) Current Biometric Immigration Document (Biometric Residence Permit) Current Residence Card (including an Accession Residence Card or Derivative Residence Card) Immigration Status Document and permanent National Insurance Number Certificate of Application (or Application Registration Card) and a Positive Verification Notice			
<i>If none of the above [6.1 – 6.4] is applicable in your case, you must answer this question (6.5)</i>			
6.5	What other type of visa or document do you currently hold that indicates that you are allowed to stay in the UK and are allowed to do the type of work in question?		
Type of visa/document and details of restrictions to employment or occupation in the UK?			
Visa Start Date: (DD/MM/YY)			Visa Expiry Date: (DD/MM/YY)

For Internal Office Use Only		
Application Reference		/

7 EDUCATION AND PROFESSIONAL QUALIFICATIONS

All relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check.

University/College/School	Date Started	Date Completed	Qualification(s) Attained

8 TRAINING COURSES ATTENDED

Training courses that you have attended or details of courses that you are currently undertaking, together with the date completed or to be completed.

Course Name/Title	Training Provider	Duration	Date Completed

For Internal Office Use Only		
Application Reference		/

9	EMPLOYMENT HISTORY
<p>Please record below the details of your full employment history since you finished full time education beginning with your current or most recent first. If required, please provide additional information in Section 11 regarding any gaps between all employment posts.</p>	

9.1	Current/Most Recent Employment				
Start Date		End Date		Employer	
Job Title					
Business Type				Country	
Employer Address				Telephone	
				Post Code	
Reason for Leaving					
Notice Period					

9.2	Previous Employment 2				
Start Date		End Date		Employer	
Job Title					
Business Type				Country	
Employer Address				Telephone	
				Post Code	
Reason for Leaving					

9.3	Previous Employment 3				
Start Date		End Date		Employer	
Job Title					
Business Type				Country	
Employer Address				Telephone	
				Post Code	
Reason for Leaving					

9.4	Previous Employment 4				
Start Date		End Date		Employer	
Job Title					
Business Type				Country	
Employer Address				Telephone	
				Post Code	
Reason for Leaving					

For Internal Office Use Only		
Application Reference		/

9.5	Previous Employment 5				
Start Date		End Date		Employer	
Job Title					
Business Type				Country	
Employer Address				Telephone	
				Post Code	
Reason for Leaving					

10	GAPS IN EMPLOYMENT HISTORY	
Please explain any gaps between all employment posts since you finished full time education, beginning with the most recent gap.		
Date Range		Reason for gap in employment
From	To	

For Internal Office Use Only		
Application Reference		/

11	PREVIOUS DISMISSAL FROM EMPLOYMENT		
11.1	Have you ever been dismissed from employment?	YES	NO
11.2	If YES, please give details below including date(s), company and reasons for dismissal		

12	REFERENCES
<p>Please provide the names and full contact details of three people who have agreed to supply references to cover a period of three years employment and/or training history. Referees will be required to comment on your competence, personal qualities and suitability for the post. This may be your line/department manager, or someone in a position of responsibility for any work experience or placement undertaken. If you are a student or trainee this should include a teacher/tutor at your education institution.</p> <p>If you have not been in employment for over 3 years, then you should seek one reference from your last known employer and two Character/Personal reference from a person of standing within your community who knows you.</p> <p>Where you have not been in employment at all or it is genuinely not possible to obtain references from any of the sources outlined above, you must provide contact details of three personal acquaintances who would be willing to give a character reference. Personal acquaintances must not be related to you, or have any financial arrangement with you. Referees may be approached prior to interview, unless you indicate otherwise below.</p>	

12.1	Referee 1		
Type of Reference	Employer reference	Educational reference	Personal /Character reference
Referee Title	Dr Mr Miss Mrs Ms Other (specify):		
Referee Surname		Referee Forename(s)	
Referee Job Title			
Relationship			
Company Name			
Address		Telephone	
		Mobile Phone	
		Post Code	
Country		Email	
Can the referee be contacted prior to interview?			YES NO

For Internal Office Use Only		
Application Reference		/

12.2 Referee 2		
Type of Reference	Employer reference Educational reference Personal /Character reference	
Referee Title	Dr Mr Miss Mrs Ms Other (specify):	
Referee Surname	Referee Forename(s)	
Referee Job Title		
Relationship		
Company Name		
Address	Telephone	
	Mobile Phone	
	Post Code	
Country	Email	
Can the referee be contacted prior to interview?		YES NO

12.3 Referee 3		
Type of Reference	Employer reference Educational reference Personal /Character reference	
Referee Title	Dr Mr Miss Mrs Ms Other (specify):	
Referee Surname	Referee Forename(s)	
Referee Job Title		
Relationship		
Company Name		
Address	Telephone	
	Mobile Phone	
	Post Code	
Country	Email	
Can the referee be contacted prior to interview?		YES NO

For Internal Office Use Only		
Application Reference		/

13	Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013	
<p>The position you are applying 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).</p> <p>Both standard and enhanced DBS disclosure certificates contain information about any convictions, cautions (including reprimands and final warnings) which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (as amended). Enhanced disclosures may also include other relevant police information where this is deemed relevant to the position you are applying for.</p> <p>The position has, in addition, been identified as a regulated activity under the Safeguarding Vulnerable Groups Act (2006) (as amended by the Protection of Freedom's Act 2012) and therefore an enhanced DBS disclosure will include information which is held on the Children's and/or Adults barred list(s), as applicable to the position.</p> <p>Please note that you do not need to tell us about convictions, cautions, warnings or reprimands which are deemed 'protected' or 'spent' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 - see notes above. You also are not required to tell us about parking offences.</p>		
13.1	* 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
13.2	If YES to the above, 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.	
13.3	Are you currently bound by any barring decision made by the Disclosure Barring Service (DBS) from working with children?	YES NO
13.4	Are you currently bound by any barring decision made by the Disclosure Barring Service (DBS) from working with vulnerable adults?	YES NO

14	ADDITIONAL DOCUMENTS	
<i>Please supply the following with your applications:</i>		Attached?
14.1	Copies of any professional certificates	YES NO
14.2	A full and current CV covering the most recent Employment and Education history over the last 5 years – A template to create this can be downloaded from our website www.firstcol.com/resources/template_CV.doc	YES NO

For Internal Office Use Only		
Application Reference		/

15	DATA PROTECTION ACT 2018
-----------	---------------------------------

PRIVACY NOTICE FOR JOB APPLICANTS, EMPLOYEES AND AGENCY WORKERS

This form contains both your ‘personal data’ and ‘special categories of personal data’ (e.g. convictions and offenses) as defined by the Data Protection Act 2018 under the General Data Protection Regulation (GDPR) (EU) (2016/679).

Your data will be processed by FirstCol Services Ltd ('FirstCol') exclusively for the purpose of recruitment, employment and/or finding you agency work. FirstCol protects any information disclosed within this form and ensures that it is not passed to anyone who is not authorised to have this information.

If you consent to FirstCol collecting and processing your personal data in accordance with the terms stated in FirstCol’s **Employee Data Protection and Privacy Notice**, please tick the boxes below to confirm.

15.1	Your consent to processing or your data by FirstCol
-------------	--

<i>Please read FirstCol’s Privacy Notice for Job Applicants, Employees and Agency Workers before you submit this form. Do not submit the form if you do not consent to processing of your personal data.</i>	TICK TO CONFIRM
I confirm that I have read and understood FirstCol’s Employee Data Protection and Privacy Notice	
I consent to processing my personal data by FirstCol as detailed in their Employee Data Protection and Privacy Notice .	

16	DECLARATION
-----------	--------------------

I certify that my answers and all the information that I have provided in this form are true and complete to the best of my knowledge.

I agree that any deliberate omission, falsification or misrepresentation in the application form or interview will be grounds for rejecting this application or subsequent dismissal from employment.

I authorise FirstCol Services Ltd to make any other enquiries they may feel necessary to support my application.

Where applicable, I consent that FirstCol Services Ltd can seek clarification regarding my professional registration details where applicable.

I agree to the above declaration		YES	NO
Your Signature			
Your Name		Date Signed	

17	Where did you see this vacancy advertised?		
FirstCol Website	Facebook	Job Search Platform	Other (please specify below)
FirstCol Staff Referral	Google Search	(e.g. Indeed , Reed)	