Vacancy No Applicant Reference No

(for official use only) (for official use only)

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Please complete this application form legibly and return by the closing date specified in the advertisement. Late applications will not be considered. Only information provided on this application form will be considered by the panel. Curriculum vitae will not be accepted. Candidates should outline clearly how their qualifications and experience meet both the essential and desired criteria. All information provided will be treated with the strictest confidence. Continuation sheets may be added if necessary.

Please complete all sections of this application form and return to [hr@harmonyccs.co.uk](mailto:hr@harmonyccs.co.uk) or send by post to: Harmony Community Care Services 44-46 City Business Park Belfast BT17 9GX.

#### ABOUT THE POSITION

|  |  |
| --- | --- |
| Position Applied For: |  |
| Job Reference (if applicable): |  |
| Where did you see this position advertised?  Belfast Telegraph □ Lisburn Star □ Job Centre □ Gumtree □  Recommended by family/friend □ Name……………………………………………………… Other (please specify):………………………………… | |

1. **PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | | Surname: | |
| ALL Forename(s): | | Maiden/Previous Surname(s): | |
| Address:  Postcode: | | | |
| Telephone Number (Home): | Telephone number (Mobile): | | |
| E-mail address: | | | |
| Do you need a work permit to work in the UK?  \*Note: Harmony Community Care will require proof of this right, as required by the Asylum and Immigration Act 1996, before employment can be confirmed. | | | Yes No |
| Are you competent in spoken and written English?  Note: If English is not your first language you may be required to sit a basic English test prior to interview. | | | Yes No |
| Do you have a clean, current driving licence? | | | Yes No |
| Do you have a car or access to a car for business use? | | | Yes No |
| Are you prepared to undergo a medical examination if necessary? | | | Yes No |
| NMC PIN Number (For Staff Nurse Positions) | | |  |
| NISCC Registration Number (If NISCC Registered) | | |  |

**3 YOUR QUALIFICATIONS**

|  |  |
| --- | --- |
| **Name, Address & Type of School**  (ie Grammar/High School) | **Examinations Taken and Qualifications Gained**  (e.g. GCSE / Degree / Subject / Name of course) – (Specify Grades) |
|  |  |

**4 FURTHER AND HIGHER EDUCATION**

|  |  |
| --- | --- |
| **Name of Institution**  (state if Part Time or Full Time) | **Examinations Taken and Qualifications Gained**  (Specify Grades or Degree Class Obtained) |
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**5 MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |
| --- | --- |
| **Name of professional body** | **Grade of membership** |
|  |  |

**6 YOUR EMPLOYMENT HISTORY**

List your previous employers in reverse order, starting with your current or last employer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s name & address and nature of business** | **Dates of employment**  **From / To** | **Job title & main duties** | **Final salary & reason for leaving** |
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**7 PERIODS OF UNEMPLOYMENT**

Please provide details for any gaps in your employment dates

|  |  |  |
| --- | --- | --- |
| From | To | Details |
|  |  |  |

**8 TRAINING**

Details of training courses attended and awards achieved, including dates, if appropriate

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1. **SUITABILITY FOR THIS POSITION**

Please detail your suitability for this position. You should illustrate how you meet the essential criteria for this position (if applicable).

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| Please use continuation sheets if necessary. |

1. **REFEREES**

Please give the details of TWO work related referees, who are not related to you, who we can approach for a confidential assessment of your suitability for this position. Referees should include the manager in your current or most recent employer and be from different companies. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

*(If you do not have any employment experience give details of your college/school form tutor or head teacher and one other professional person)*

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Company: | Company: |
| Postal Address:  Telephone No.:  Email Address: | Postal Address:  Telephone No.:  Email Address: |
| Nature of Relationship: | Nature of Relationship: |

1. CRIMINAL RECORDS DECLARATION

Government legislation requires all prospective applicants undergo an Enhanced Access NI criminal records check and also an eligibility check to be able to work with vulnerable adults. This includes pending criminal charges, any spent convictions or cautions.

Harmony Community Care will request an AccessNI Enhanced Disclosure Certificate for successful applicants only where this is considered proportionate and relevant to the particular position. It is essential that you state **all** offences, including motoring offences. Any criminal conviction may never be regarded as spent and must be disclosed when applying for a post within Harmony Community Care. Please note that disclosure of a conviction does not necessarily debar any applicant from obtaining employment. (Recruitment of Ex-Offenders Policy enclosed including link to AccessNI code of practice).

Do you have any convictions that are not "protected" as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014?

Yes No

If Yes, please provide details of criminal convictions (Dates/Offence):

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**12 DECLARATION**

I declare that the information I gave here is correct. I understand that I risk having a job offer revoked or my employment terminated if it is later discovered that I deliberately omitted information or gave false information here with the intention of deceiving you.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_