

Please complete and return to:

Job Application Form

Personal Details

PLEASE COMPLETE IN BLOCK CAPITALS

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Known as:	<input type="text"/>	Email Address:	<input type="text"/>
Address:	<input type="text"/>		
	<input type="text"/>		
	Contact Number:	<input type="text"/>	
	Alternative Number:	<input type="text"/>	
Postcode:	<input type="text"/>	National Insurance Number:	<input type="text"/>

Nursing / Health Professions Council registration details:

Body (NMC/HPC):	<input type="text"/>
Pin/Registration No:	<input type="text"/>
Expiry Date:	<input type="text"/>

Membership of Professional Body:

Body:	<input type="text"/>
Reg No:	<input type="text"/>

Additional Information:

Do you require a work permit?	Yes	No
Do you hold a current driving license?	Yes	No

Additional Comments:

Your Application

PLEASE COMPLETE IN BLOCK CAPITALS

Application for the post of:	<input type="text"/>		
At which facility:	<input type="text"/>		
How did you become aware of the vacancy?	<input type="text"/>		
Are you seeking:	Full Time	Part Time	
Are you fully flexible in your working days/hours/pattern:	Yes	No	
If "No", please provide details:	<input type="text"/>		
What is your notice period?	<input type="text"/>		

What date are you available to start work from:

Please confirm your interview availability:

Do you know anyone who currently works for Canaan Healthcare

Yes

No

Group? If "Yes", who?

Have you applied to work for Canaan Healthcare Group before?

Yes

No

If "Yes"; please provide details:

Have you ever worked for Canaan Healthcare Group before?

Yes

No

If "Yes"; please provide details:

Education & Qualifications

PLEASE COMPLETE IN BLOCK CAPITALS

Please list your schools, colleges & universities:

Dates	Name of School / College / University	Qualifications/Grade Obtained

If you have attended training courses relevant to the post you are applying for, please provide details:

Dates	Name of Training Provider	Name of Course Attended

Do you have knowledge of foreign languages?

Yes

No

If "Yes"; please provide details of the language and level of proficiency:

Employment

PLEASE COMPLETE IN BLOCK CAPITALS

CURRENT / MOST RECENT EMPLOYER

Company Name:	<input type="text"/>	Address:	<input type="text"/>
Website:	<input type="text"/>		<input type="text"/>
Position Held:	<input type="text"/>		<input type="text"/>
Line Manager's Name:	<input type="text"/>	Postcode:	<input type="text"/>
Start Date:	<input type="text"/>	Leaving Date:	<input type="text"/>
		Salary:	<input type="text"/>
Reason for Leaving:	<input type="text"/>		

Please give a brief description of your duties and responsibilities:

PREVIOUS EMPLOYER

Company Name:	<input type="text"/>	Address:	<input type="text"/>
Website:	<input type="text"/>		<input type="text"/>
Position Held:	<input type="text"/>		<input type="text"/>
Line Manager's Name:	<input type="text"/>	Postcode:	<input type="text"/>
Start Date:	<input type="text"/>	Leaving Date:	<input type="text"/>
		Salary:	<input type="text"/>
Reason for Leaving:	<input type="text"/>		

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Website:	<input type="text"/>		<input type="text"/>
Position Held:	<input type="text"/>		<input type="text"/>
Line Manager's Name:	<input type="text"/>	Postcode:	<input type="text"/>
Start Date:	<input type="text"/>	Leaving Date:	<input type="text"/>
		Salary:	<input type="text"/>
Reason for Leaving:	<input type="text"/>		

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Website:	<input type="text"/>		<input type="text"/>
Position Held:	<input type="text"/>		<input type="text"/>
Line Manager's Name:	<input type="text"/>	Postcode:	<input type="text"/>
Start Date:	<input type="text"/>	Leaving Date:	<input type="text"/>
		Salary:	<input type="text"/>
Reason for Leaving:	<input type="text"/>		

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Website:	<input type="text"/>		<input type="text"/>
Position Held:	<input type="text"/>		<input type="text"/>
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Start Date:	<input type="text"/>	Leaving Date:	<input type="text"/>
		Salary:	<input type="text"/>
Reason for Leaving:	<input type="text"/>		

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Position Held:	<input type="text"/>		<input type="text"/>
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Start Date:	<input type="text"/>	Leaving Date:	<input type="text"/>
		Salary:	<input type="text"/>
Reason for Leaving:	<input type="text"/>		

Please give a brief description of your duties and responsibilities:

ADDITIONAL INFORMATION

Where there are gaps in your employment history, please provide full details here including dates:

Canaan Healthcare Group's Values

Our employees are encouraged to embrace our values in everything they do.

1. Beyond Compliance
2. Personalised Attention
3. Partnership & Teamwork
4. Investing in Excellence
5. Always with Integrity

In no more than 500 words, describe how you would demonstrate our values in the workplace for the position in which you are applying for:

References

Please provide your referee details covering at least the last 5 years. This must include your current/most recent employer. Where there are breaks in your employment please provide details of a personal referee*.

Do you consent to references being obtained prior to interview? Yes No

PROFESSIONAL REFEREES

PLEASE COMPLETE IN BLOCK CAPITALS

REFEREE 1	REFEREE 2
Name:	Name:
Job Title:	Job Title:
Company Name:	Company Name:
Address:	Address:
Postcode:	Postcode:
Email Address:	Email Address:
Contact Number:	Contact Number:
Employment dates from: to:	Employment dates from: to:
Relationship to you:	Relationship to you:

*PERSONAL REFEREES (Where applicable)

PLEASE COMPLETE IN BLOCK CAPITALS

REFEREE 1	REFEREE 2
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Email Address:	Email Address:
Contact Number:	Contact Number:
Relationship to you:	Relationship to you:
How long have you known this referee?	How long have you known this referee?

Disclosure

Have you ever been (or are you currently) the subject of any police investigation or conviction in this or any other country?

Yes No

Have you ever been (or are you currently) the subject of fitness to practice proceedings by any licencing or regulatory body?

Yes No

Additional Information:

Rehabilitation of Offenders Act 1974

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 Rehabilitation of Offenders Act 1974 (Exemptions) Orders 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the management of Canaan Healthcare Group Ltd. Any information given will be completely confidential.

Additional Information

Where needed, please use this section to provide additional information:

Declaration

I understand that appointment, if offered, will be subject to the information given on this form being correct and that failure to disclose accurate information will disqualify me from consideration as will my failure to disclose pertinent facts relating to my previous employment. I also understand that my appointment is subject to a satisfactory pre-employment medical assessment, DBS/Disclosure Scotland check and satisfactory references.

Canaan Healthcare Group Ltd is an equal opportunities employer and as an employee, you will be required to pursue your duties in accordance with its Equal Opportunities Policy. You are required to acknowledge by signing below your agreement and understanding of these statements.

Applicants Signature:

Date:

CONFIDENTIAL

Equality Opportunity Recruitment Monitoring Form

Canaan Healthcare Group Ltd is committed to promoting equality, diversity and an inclusive and supportive environment for all prospective employees.

In particular, Canaan Healthcare Group Ltd will seek to ensure that people are treated equitably regardless of their gender, race, colour or national origins, age, disability, socio-economic background, religious or political beliefs and affiliations, marital status, family responsibilities, sexual orientation or other inappropriate distinction.

In order to monitor the impact of this policy it is necessary to collect information from all employees and job applications on the key characteristics, which relate to equality and diversity in employment.

The information collected will be used for monitoring purposes and to update our confidential recruitment and employee database under the terms of the Data Protection Act 1998. The information will be used to form baseline statistical reports to assess the impact of our policy and promote equality of opportunity.

Section 1: Personal Details

PLEASE COMPLETE IN BLOCK CAPITALS

Surname:

First Name:

Date of birth:

Post applied for:

Do you consider yourself to have a disability? Yes No

If "Yes"; please specify your disability:

NB The Act defines a disability as "A physical or mental impairment which has a substantial long term and adverse effect on a persons' ability to carry out normal day-to-day activities".

Section 2: Nationality

PLEASE COMPLETE IN BLOCK CAPITALS

Please specify your nationality:

Section 3: Ethnicity

You are asked to classify yourself in the category which you feel most closely describes your origin. If none of the specific groups are suitable, please mark the relevant 'other' and specify your ethnicity.

- A. **White** *(Other - please specify)*
- B. **Mixed** *(Other - please specify)*
- C. **Asian or Asian British** *(Other - please specify)*
- D. **Black or Black British** *(Other - please specify)*
- E. **Chinese or other ethnic group** *(Other - please specify)*
- F. **Other ethnicity than those listed in A-F** *(Please specify)*
- G. **I would prefer not to answer**

Section 4: Religion

Please select your religion: I would prefer not to answer

Section 5: Gender

Please specify your sex: I would prefer not to answer

Section 6: Sexual Orientation

Please select the option which best describes your sexuality: I would prefer not to answer