

# APPLICATION FORM



Bluelight Healthcare Recruitment  
Room 212, 160 London Road, Jhumat  
House, Barking, IG11 8BB

Email: [info@bluelighthealthcare.com](mailto:info@bluelighthealthcare.com)  
[www.bluelighthealthcare.com](http://www.bluelighthealthcare.com)

Job Title	
Where did you see the advert or hear about the company?	

## About you:

Title	
Your Surname	
Your Name	
National insurance number	
NMC/GMC /HPC membership number	

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**Your contact details:**

Your address			
Your postcode			
Your home phone number		May we contact you on this number?	Yes No
Your work phone number		May we contact you on this number?	Yes No
Your mobile phone number		May we contact you on this number?	Yes No
Your email address		May we contact you by email?	Yes No

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**About your current or most recent employment:**

(School, College and/or University leavers should provide details about their current or most recent place of study):

<b>Name of Employer</b>	
<b>Address of Employer</b>	
<b>Your job title</b>	
<b>Brief description of your job</b>	
<b>Current Salary per annum</b> (part time salary if you work part time)	
<b>Date of joining this employer</b>	
<b>Notice you must provide to this employer</b>	
<b>Reason for seeking alternative employment</b>	

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About qualifications and/or membership of professional bodies you may have:

Qualifications ( <i>continue on a separate sheet is necessary</i> ) Educational	When obtained	Awarding Body (e.g. exam board or professional body providing certification).
	Month/Year	
	Month/Year	
	Month/Year	
	Month/Year	
	Month/Year	
	Month/Year	
	Month/Year	
	Month/Year	

About training and development, you may have undertaken:

Training	When obtained	Certificate available?
	Month/Year	Yes No
	Month/Year	Yes No
	Month/Year	Yes No
	Month/Year	Yes No
	Month/Year	Yes No

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## About your employment history

Please provide information about your employment history over the past ten years

<b>Start date</b>	<b>End date</b>	<b>Employer's Name and town/city location</b>	<b>Job title and brief description of job</b>	<b>Reason for leaving</b>
Month/Year	Month/Year			
Month/Year	Month/Year			
Month/Year	Month/Year			
Month/Year	Month/Year			
Month/Year	Month/Year			
Month/Year	Month/Year			
Month/Year	Month/Year			
Month/Year	Month/Year			
Month/Year	Month/Year			
Month/Year	Month/Year			

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**What experience and/or skills do you have that are relevant and important to this post?**

Continue on a separate sheet if necessary

Area of experience and/or skill?

**Why are you applying for this post? What is it about the job, and the company, that appeals to you?**

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## References

References are an important part of the selection for employment process. Please tell us who your referees are and **whether or not** we may contact them prior to you being invited or interview should you be short-listed for the post. Please note that at least 2 satisfactory references will be required in the event of an offer of employment being made to you, one of which **must** be from your current or most recent employer.

Full time school/college/University leavers must provide a reference from their current or most recent place of study.

Reference 1		Reference 2	
Surname		Surname	
First Name		First Name	
Title		Title	
Reference Type		Reference Type (please tick one)	
<input type="checkbox"/>	Current employer	<input type="checkbox"/>	Recent employer (within last 2 years)
<input type="checkbox"/>	Most recent employer	<input type="checkbox"/>	Past Employer
		<input type="checkbox"/>	Current line manager
		<input type="checkbox"/>	Previous line manager
		<input type="checkbox"/>	Previous line manager (now retired)
		<input type="checkbox"/>	Work Colleague
		<input type="checkbox"/>	Friend
		<input type="checkbox"/>	Tutor
Organisation		Organisation	
Contact Address		Contact Address	
POSTCODE		POSTCODE	
Contact phone number		Contact phone number	
Contact email (where available)		Contact email (where available)	

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May we contact this person BEFORE interview should you be short listed for interview?

Yes  No

May we contact this person BEFORE interview should you be short listed for interview?

Yes  No

**Do you have the legal right to work in the UK?** Yes  No

(You will be required to present your passport and/or work permit if you are invited for interview)

## **Rehabilitation of Offenders Act 1974 (exemptions order 1987)**

Due to 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 (Exceptions) Order 1975. You are therefore required to state whether or not you have any convictions or criminal charges or summons pending against you whether or not your conviction is regarded as 'spent'. Successful applicants will be required to apply for a disclosure from the Criminal Record Bureau. A conviction will not necessarily prevent employment. Please see policy statement on recruitment of ex-offenders included with this form.

Do you have any record of criminal convictions?

Yes  No

Have you ever been disqualified from working with vulnerable adults?

Yes  No

If you answered yes to either of the above questions, please provide details below

## **Disclosure and Barring Service Check**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

## **Data Protection**

The information provided on this form may be entered onto a computer-based system. All information relating to your application for employment will be retained for up to 12 months. Should you be offered employment all such information will be retained for the duration of your employment with the company and or a period of up to 5 years.



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## Medical declaration

Should you be successful the position applied for will require you to complete a medical declaration prior to commencement of employment and may require you to undertake an occupational health assessment prior to commencing employment

## Working Time Regulations

The Working Time Regulations 1998 limits you to a maximum of 48 hours in any one working week. You acknowledgement of the Working Time Regulations options means that, should you want to work more than 48 hours, there is an agreement in place with Bluelight allowing you to do so. You are allowed to opt back in to the 48 hours regulations by putting it in writing, providing 4 weeks' notice. You must keep records relating to your hours worked, (keeping your timesheets will suffice).

Do you opt to work for more than 48 hours? Yes / No

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

## Handbook

Along with your applications pack, you should have received a Bluelight Handbook. Please ensure you have read through the handbook and keep it to hand should you have any questions that may arise during your placement. Please sign below to confirm that you have received the handbook and have read and understood the content.

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

## Declaration by applicant

I confirm that to the best of my knowledge the information provided on this form is accurate and complete.

I understand that if any information is found subsequently to be incorrect and/or falsified, any job offer made to me may be withdrawn.

I understand that should I commence employment with the company and if any information on this form is found subsequently to be incorrect and/or falsified, I may be subject to disciplinary action, which may result in the termination of my employment.

I hereby declare that I have the right and hold the necessary visa to live in the United Kingdom.

I hereby declare that I have the right and hold the necessary visa to work in the United Kingdom.

SIGNATURE	
NAME	
DATE	