



Application for employment

Thank you for your enquiry. Please complete this application form **in full** and return it to the resourcing team using the freepost address below. Alternatively if you have been asked by a member of the resourcing team, please take it completed to your interview.

Attach
photograph
here

Please return to this Freepost address:

Resourcing Team, Bupa Care Services, Bridge House, Outwood Lane, Horsforth, Leeds LS18 4Y

1 Position applied for, please specify

2 Please state geographical location you would prefer to work or, if known, the name of the Care Home

3 Personal details

Surname: _____ Forenames: _____

Known as: _____ Title Mr/Mrs/Ms: _____

Address: _____

Postcode: _____

Telephone no. home: _____ work: _____ mobile: _____

Email: _____

Resident in the UK for: _____ / _____ months/years Are you eligible to work in the UK? Yes No

4 Summary of qualifications

Schools attended from age 11	Examinations passed/grades
Further education	Examinations passed/grades

5 Professional qualifications (if applicable)

Please state any relevant professional qualifications/training you have:

6 Qualified nurses only

Name of training school/university: _____

Address: _____

Postcode: _____

Attended from: _____ to: _____

Professional PIN number: _____ Expiry date: _____

7 Employment record

Please complete if you are currently in employment or have previous work experience, stating the most current first and covering your full employment history. Please ensure the reason for leaving section is completed in all circumstances (continue on separate sheet if necessary).

Employer	Position held	From	To	Reason for leaving and final salary

If you are currently employed, what is your notice period? _____

8 Further information

Please give details of any other information you consider will help your application (continue on separate sheet if necessary).

9 Convictions

Rehabilitation of Offenders Act 1974: State *any* convictions/offences/cautions/reprimands, whether spent or unspent. This is information of which you are not entitled to withhold, under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, in view of the nature of the work for which you are applying _____

(This information will be disclosed by Criminal Records Bureau/Disclosure Scotland check which will be require if successful. Please note a criminal record will not necessarily be a bar to employment).

10 CRB Statement

If your application is successful you will require a satisfactory enhanced disclosure from the Criminal Records Bureau/Disclosure Scotland. Bupa will offer their full support throughout this process.

11 References

Please give details of two referees (who should not be relatives or friends). These should be for your last employers, one of which should be for your current or most recent employer.

Full name (Mr/Mrs/Ms): _____ Full name (Mr/Mrs/Ms): _____

Address: _____ Address: _____

_____ Postcode: _____ Postcode: _____

Telephone home: _____ Telephone home: _____

Telephone work: _____ Telephone work: _____

Fax number: _____ Fax number: _____

Email: _____ Email: _____

Occupation: _____ Occupation: _____

12 Declaration

I confirm the information on this form is correct and I understand that employment will be considered subject to the above particulars being correct.

Signed: _____ Print name: _____ Date: ____ / ____ / ____

13 Asylum and Immigration Act 1996

It is now a requirement that before any offer of employment can be made, all candidates provide the Company with confirmation of their eligibility to work in the UK or evidence to show that a work permit or certificate of sponsorship is required by providing **ONE** of the **ORIGINAL** documents detailed below. Please bring one of the following original documents with you if invited to interview:

A UK passport describing the holder as a "British Citizen" or a "Citizen of the UK and the Colonies having the right of abode in the UK" (any other wording is not acceptable) or a full birth certificate/adoption certificate with parent's name and proof of National Insurance.

or

A passport or travel document which shows that the holder has, "indefinite leave to enter or remain in the UK" or "has no time limit on their stay".

or

A passport or other travel document which shows the applicant has current leave to enter or remain in the UK and is permitted to take the employment in question (for example: a working holiday visa, student visa).

or

An Immigration and Nationality Directorate application registration card issued to an asylum seeker which states "employment permitted" on both sides of the card.

or

A passport or other travel document or residence permit issued by the Home Office which is endorsed to show the holder has a current right of residence in the UK as a family member of a named national of an EEA country or Switzerland.

or

A passport or national identity card issued by an EEA member country or Switzerland which describes the holder of the passport as a national of the EEA country or Switzerland.

or

A UK residence permit issued to a national of an EEA country or Switzerland which confirms that the holder has rights of entry to or residence in the UK.

ALL CANDIDATES MUST NOTE THAT UNLESS ONE OF THE ABOVE ORIGINAL DOCUMENTS HAS BEEN PRODUCED, NO OFFER OF EMPLOYMENT WILL BE MADE.

Our vision:

“Taking care of the lives in our hands”

Our values:

- Caring** in the way we look after the best interests of our residents and staff
- Accountable** for the quality, efficiency and value of our services
- Ethical** in handling the responsibilities with which we are entrusted
- Respectful** of the individuality, privacy and dignity of each person
- Dedicated** to training and developing our staff and to providing excellent care to our residents
- Enabling** our residents to be as well, as independent and as happy as they can be

