



*'Caring for people in need'*

# Application Form

Please return form to: Bethshan Nursing Home, Heol Treowen, Newtown, Powys, SY16 1JA  
or email to: [admin@bethshan.uk](mailto:admin@bethshan.uk)

Application for the post of \_\_\_\_\_

Closing date \_\_\_\_\_

## 1. Personal Details

Title: Mr/Mrs/Miss/Ms	Home Address
Forenames (block capitals)	
Surname (block capitals)	
Date of Birth	Postcode
Home telephone no./Mobile no.	Work tel. no. (if we may contact you there)
National Insurance number	Do you require a work permit? Yes/No

## 2. Present Employment

Name & address of present or most recent employer and dates of employment	Current salary/hourly wage
	The period of notice you must give
	NHS grade (if applicable)
Brief summary of duties and reason for leaving	

### 3. Previous Employment (including voluntary or home-based)

Details of posts held over the last ten years not including current job – most recent first (continue on separate sheet if necessary)				
Name & address of employer	Post held & grade	Period of employment		Reason for leaving
		From	To	

### 4. Education – please list all courses undertaken and/or qualifications obtained which you consider to be relevant to the post applied for

Course undertaken	Dates	Educational institution	Qualifications & Grades

### 5. Professional registration (Nursing staff)

Professional registration body	Type of registration:	Expiry Date
	Registration No:	

## 6. Further Study

Qualifications currently being studied for	Level/part	Exam date	Method e.g. college, correspondence

## 7. Your Health

Whether you have been in employment or not, on how many occasions over the past year have you been unfit to work and for each period of sickness how many days did it last.
Please give details of any condition or illness you suffer from or have suffered from which could affect your capacity to work.

*Bethshan reserves the right to verify the above information with your current or previous employer, and any offer of employment may be subject to satisfactory medical examination.*

Are there any other circumstances which could prevent you from fulfilling the duties of the post for which you wish to apply? (Bethshan welcomes applications from people who have a disability, and any information provided in this section will be treated as confidential.)
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## 8. Additional Information

You are invited in this section to give any additional information you feel is relevant to your application. This might include your hobbies and reasons for applying for the position, and why you think you should be appointed. Please continue on a separate sheet if necessary.
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## 9. References

Please give the names, addresses, and email addresses of two people (relatives/friends & work colleagues must not be used) who have agreed to act as a referee for you, one of whom should be your present or most recent employer. NB: References will be sought if you are short-listed for interview.

**Please ask for advice if you are struggling for referees.**

Name of referee:	Name of referee:
How they know you:	How they know you:
Organisation they work for:	Organisation they work for:
Referee's job title:	Referee's job title:
Referee's address/Postcode/E-mail address	Referee's address/Postcode/E-mail address
Referee's phone no.	Referee's phone no.

## 10. Rehabilitation of Offenders

REHABILITATION OF OFFENDERS ACT 1974

Have you any criminal convictions which are not yet 'spent' under the Act? Yes/No

EXEMPTION ORDER 1975

This post carries an exemption from the Rehabilitation of Offenders Act and you are therefore required to give details of all previous convictions.

Have you ever had any criminal convictions? Yes/No

*You will be required to give details of criminal convictions if you are short-listed for interview*

## 11 Declaration

*I declare that the information contained in this form is true and complete. I consent to the use of all this information for considering my application, and I understand that:*

- *it will be treated confidentially at all times according to our **Privacy Policy** (available on request);*
- *if I am successful it will form part of my personnel records;*
- *if I am unsuccessful the information will be destroyed after six months unless I ask for it to be retained for future vacancies;*
- *if it is subsequently discovered that any statement is false or misleading, Bethshan has the right to dismiss me from my employment. I also understand that canvassing will disqualify me, and any offer of the post is subject to satisfactory medical examination.*

Signature of applicant.....Date.....

*If your application is successful you may be required to provide documentary evidence of certain details given in this application.*