

meadowbridge

SURGERY

APPLICATION FOR PERMANENT EMPLOYMENT

PRIVATE AND CONFIDENTIAL

RETURN THIS FORM TO: DIANE LAVERY, PRACTICE MANAGER

POSITION APPLIED FOR : GP Administrative Assistant

Surname:	Forename(s)	Title
Address:		
Postcode:	Telephone number:	
NI No. <input type="text"/>		
Current driving licence? Yes/No Groups: Expiry Date:	Details of endorsements	
Are there any restrictions on you taking up employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please provide details)		

EDUCATION HISTORY

Schools	Qualifications gained
Colleges/Universities	Qualifications gained
Other training	

OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position.

EMPLOYMENT HISTORY (Please complete in full and use a separate sheet if necessary)

FROM - TO	NAME AND ADDRESS OF EMPLOYER	JOB TITLE AND DUTIES	START/FINISH SALARY	REASON FOR LEAVING

Notice required in current post:

REFERENCES

Please note here the names and addresses of two persons from whom the company may obtain both character and work experience references.

1.	2.
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SICKNESS

Please record any sickness periods & sickness reason in the last 3 years.

LEISURE

Please note here your leisure interests, sports and hobbies, other pastimes etc.

CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.

GENERAL COMMENTS

Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post.

DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply for an enhanced disclosure certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.
4. **Data protection statement**
The information that you provide on this form and within your CV will be used to process your application for employment. We process this information in line with our job applicant privacy policy.
If you succeed in your application for employment, the information will be used in the administration of your employment with us. Further details on the processing of your data at this stage will be provided to you on offer of employment.
By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our registration with the Information Commissioner's Office.

Signed:

Date: