



UME Diagnostics Ltd
Entrance A, Tavistock House, Tavistock Square, London WC1H 9LG, UK
t +44 (0) 207 391 8661 • f +44 (0) 207 383 4187

APPLICATION FOR EMPLOYMENT

Your Name:	
Position Applying for:	
Closing Date:	

INFORMATION FOR APPLICANTS

Thank you for asking for further details and an application form for this vacancy. Please read these notes to help you complete the form. The information you provide on the form will be used as the basis for shortlisting and selection and so you are advised to read all the job information carefully and to ensure that you complete the form as fully as possible. Take extra care in the supporting information section to relate your skills, experience and abilities to those required by the post. Please ensure that you sign and date the form.

Please complete the form using black ink, ballpoint pen or typescript as it may be photocopied

If you have any queries about this form please do not hesitate to contact the Human Resources Department by any of the following methods:

recruitment@umegroup.com

0207 391 8689

Human Resources, UME Diagnostics Ltd, Tavistock House, Tavistock Square, London WC1H 9LG, UK

Closing date and Acknowledgement of Application

If you are applying for a specific vacancy, please return your form by the date highlighted within the advertisement and clearly state which post you are applying for.

OTHER RELEVANT COURSES Please give details of other relevant courses

Course (Specify if qualification was awarded)	Duration	Date of Completion

CURRENT / MOST RECENT EMPLOYMENT

Job Title: Name & address of employer:	Current (or last) salary:
	Salary Scale/Grade:
	Date Appointed:
	Date left or Notice Required:
Main Duties/Responsibilities:	

PREVIOUS EMPLOYMENT

Please provide at least the last 10 years starting with your most recent employment. (Please continue on a separate sheet if necessary)

From	To	Employers name & address	Position held & main duties	Hours FT/PT	Reasons for leaving

Are there any periods of time in the last 10 years unaccounted for? Yes / No

If Yes, please explain:

SICKNESS ABSENCE

Please indicate how much time you have taken off work/ education in the past two years:

How many occasions

Total days of sickness

You are also advised that you may be required to undergo a medical examination before any job offer is confirmed

SUPPORTING INFORMATION

Please give a concise account of relevant experience and state why you believe you should be considered for the post. (Please continue on a separate sheet if necessary)

FITNESS TO PRACTICE

This applies to all staff who have a statutory requirement to be registered in order to practice their profession. This covers:

- Nursing and Midwifery staff
- Allied Healthcare Professionals
- Professional and Technical
- Scientific and Professional

If the above is relevant for the post to which you are applying please answer the following questions:

1. Are you currently the subject of a fitness practice investigation or proceedings by a licensing or regulatory body in the UK or in any other country; and/or **Yes / No**
2. Have you been removed from the register or had conditions placed on your registration by the fitness to practice committee of a licencing or regulatory body in the UK or in any other country? **Yes / No**

Please give details if you have answered yes to either question:

DECLARATION (Relating to Criminal Background Police Check (Disclosure) and Fitness to Practice)

Taking account of the Rehabilitation of Offenders Act 1974 (including the Exemptions Order), Health Service Circular 2002/2008, and the Data Protection Act 1998, the Company will only seek that information deemed necessary, and in relation to the post for which you are applying.

Criminal Records Bureau (CRB) disclosure

A CRB check can provide access for the employer to a range of different types of information, such as, information:

- held on the Police National Computer (PNC), including Convictions, Cautions, Reprimands and Warnings in England and Wales, and most of the relevant convictions in Scotland and Northern Ireland may also be included. (The CRB reserves the right to add new data sources).
- held on lists maintained by the Independent Safeguarding Authority (ISA) – those barred from working children and those barred from working with vulnerable adults.

In addition to the declarations below, please be aware that the Company will apply for an Enhanced Disclosure for anyone carrying out a regulated or controlled activity or anyone in a post that give access to patient information.

Regulated activity is defined as:

- Activity involving contact with children or vulnerable adults and is of a specified nature (e.g. teaching, training, care, supervision, advice, medical treatment or in certain circumstances transport) on a frequent, intensive and/or overnight basis;
- Activity involving contact with children or vulnerable adults in a specified place (e.g. schools, care homes etc), frequently or intensively;
- Certain specified positions of responsibility (e.g. school governor, director of children's services, director of adult social services, trustees of certain charities).

Controlled activity: frequent or intensive support in general health settings or further education. (Such work includes cleaners, catering staff, caretakers and receptionists).

Please answer the following questions.

1. Have you ever been bound over or convicted of a criminal offence in the UK or in any other country?
Yes No
2. Have you ever been charged with a criminal offence, in the UK or any other country that is not yet disposed of?
Yes No
3. Have you ever received a police caution, final warning or reprimand?
Yes No
4. To your knowledge are you currently the subject of any police investigation, in the UK or any other country?
Yes No
5. Have you ever been dismissed from employment, office or other position by reason of misconduct?
Yes No
6. Have you ever been convicted of a criminal offence in the UK or in any other country, where those convictions are not yet 'spent' under the Rehabilitation of Offenders Act 1974?
Yes No

If you have answered yes to any of the questions above, please give details: (continue on a separate sheet if necessary)

The information in this section is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. In addition, between completion of this application form and prior to appointment, if I am charged with a criminal offence in the UK or in any other country, I must declare this to the Company accordingly and I accept that failure to do so may result in the job offer being revoked. I understand that for posts that have access to children, or vulnerable adults, an enhanced police check will be undertaken by the Criminal Records Bureau and I agree to the Company undertaking the check.

Signed:

Date:

REFERENCES

Please enter the names of the persons from whom references can be obtained. These must be from your two most recent employers (including current employer). The referee must be the individual with line management responsibility for you. (For newly qualified staff, a college reference will be acceptable). Names of friends or relatives are not acceptable for references.

Name & title:

Job Title:

Company:

Address:

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.....

.....

Post Code:

Tel. No:

Email:

In what capacity does the referee know you?

If this was under a different name please state?

How long has this referee known you?

Name & title:

Job Title:

Company:

Address:

.....

.....

.....

Post Code:

Tel. No:

Email:

In what capacity does the referee know you?

If this was under a different name please state?

How long has this referee known you?

ASYLUM AND IMMIGRATION ACT

Do you have evidence of your entitlement to live and work in the UK?

Yes / No

If you are successful at interview, evidence will include the following, which you will be asked to produce at induction – British citizen passport, Birth or Adoption Certificate issued in the UK or Republic of Ireland, European Economic Area Passport/ID document, current right of residence travel document, Home Office letter indicating permission to take employment etc.

Do you require a work permit to work within the UK?

Yes / No

Do you hold a current work permit?

Yes / No / Not Applicable

If Yes, please give work permit number and expiry date:

EQUAL OPPORTUNITIES

The Company Policy provides that all current and prospective employees have equality of opportunity in employment irrespective of race, religion, ethnic or national origin, gender, sexual orientation, disability, domestic circumstance or social employment status, HIV status, age, political affiliation or Trade Union membership. In respect of disability, employers have a duty to make reasonable adjustments to the workplace. If you have a disability you are encouraged to disclose those relevant to your application. This will allow the Company to consider 'reasonable adjustments' to facilitate attendance at the interview and to take up employment.

Please provide details:

DATA PROTECTION ACT

Any information supplied may be held on paper or computer files and therefore falls within the provisions of the Act. If you are unsuccessful for one particular vacancy, it is the current Company practice to circulate your details for consideration for other posts that may be suitable. **Please indicate** whether you consent to circulation of your application details to other Company managers. **Yes / No**

Please note your details would only be circulated FOR EMPLOYMENT PURPOSES ONLY

GENERAL INFORMATION

Are you related to any employee of the Company or any person connected to this post? **Yes / No**

If yes, please give details:

Canvassing of members of staff of the Company, or failure to disclose such a relationship shall disqualify a candidate. Likewise, if such information subsequently comes to light after appointment, this could result in dismissal or disciplinary action by the Company.

WORKING TIME REGULATIONS

(This is legislation limiting the number of hours an individual may work over a certain period). If you are successful in this application, will you continue to work for another employer? **Yes / No**

If Yes, how many hours per week will you work for the other employer?

Please give details:

PUBLIC DUTIES

Do you have any commitment to any public duty such as to a UK Court (e.g. Justice of the Peace) or the Reserve Forces? **Yes / No**

Please give details:

GENERAL DECLARATION

The information in this section is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

I understand that if this post is one which has access to children and vulnerable adults, the Company have my permission to proceed with the enhanced Criminal Background Police check (Disclosure).

Signed:

Date:

Return completed form to the address shown on the front of this form

EQUAL OPPORTUNITIES INFORMATION

The Company is committed to equality of opportunity and, as part of that commitment, monitors its recruitment and selection process to determine if it is accessible and fair to all. Please supply the additional information:

This information will not be used as part of the selection process.

1	Surname	
2	Forename(s)	
3	Post applied for	
4	Previous surname(s)	
5	Gender	
6	Marital status	
7	Have you any dependants?	
8	Date of birth	
9	Country of birth	
10	Nationality	
11	Are you disabled? Registered?	Yes / No Yes / No
12	Please state how you learned of this vacancy	
13	<p>Ethnic Origin</p> <p>White</p> <p><input type="checkbox"/> British Any other White background</p> <p><input type="checkbox"/> Irish Please state</p> <p>Asian or Asian British</p> <p><input type="checkbox"/> Indian Any other Asian background</p> <p><input type="checkbox"/> Pakistani Please state</p> <p><input type="checkbox"/> Bangladeshi</p> <p>Chinese or Chinese British</p> <p><input type="checkbox"/> Chinese</p> <p>Mixed</p> <p><input type="checkbox"/> White and Black Caribbean Any other mixed country</p> <p><input type="checkbox"/> White and Black African Please state</p> <p><input type="checkbox"/> White and Asian</p> <p>Black or Black British</p> <p><input type="checkbox"/> Caribbean Any other Black background</p> <p><input type="checkbox"/> African Please state</p> <p>Any other Ethnic Group</p> <p>Please state</p>	