

# St Paul’s, Marylebone

## Application Form for Employment: Parish Nurse

Please complete this form in full supplemented by additional sheets if necessary

**CV’s WILL NOT BE ACCEPTED.**

**Once completed please email the application form to [office@stpaulsmarylebone.org](mailto:office@stpaulsmarylebone.org)**

All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 1998.

### Personal details

Surname:	Title: (Mr/Mrs/Miss/Ms/Dr/Prof)	First names: (for official purposes)
Current Address:     County <span style="float: right;">Post Code:</span>		Previous Surname:
		Preferred Name: (name you wish to be known as)
Date moved into this address: DD/MM/YY		Home telephone number:
E-mail address:		Mobile telephone number:
Do you require permission to work in the UK? <span style="float: right;">* YES / NO * Delete as appropriate</span> If yes, please give details:		

### NMC Registration Details

PIN number:
Start Date:

Expiry Date:

**Employment** (if applicable)

Name of current/last employer:	
Start Date:	End Date:
Title/description of your current job and key responsibilities:	
Current /Final Salary:	
What period of notice are you required to give to your present	
Reason for wishing to leave:	

**Previous Employment**

Please list your full employment history and explain any breaks in employment and how this time was spent. (Add rows or continue on a separate sheet if necessary)

<b>Start Date</b>	<b>End Date</b>	<b>Job Title and Key responsibilities</b>	<b>Name of Employer</b>	<b>Reason for Leaving</b>

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**Education and Qualifications**

Date Gained	Subject	Qualification and Grade	Awarding Institution

**Training**

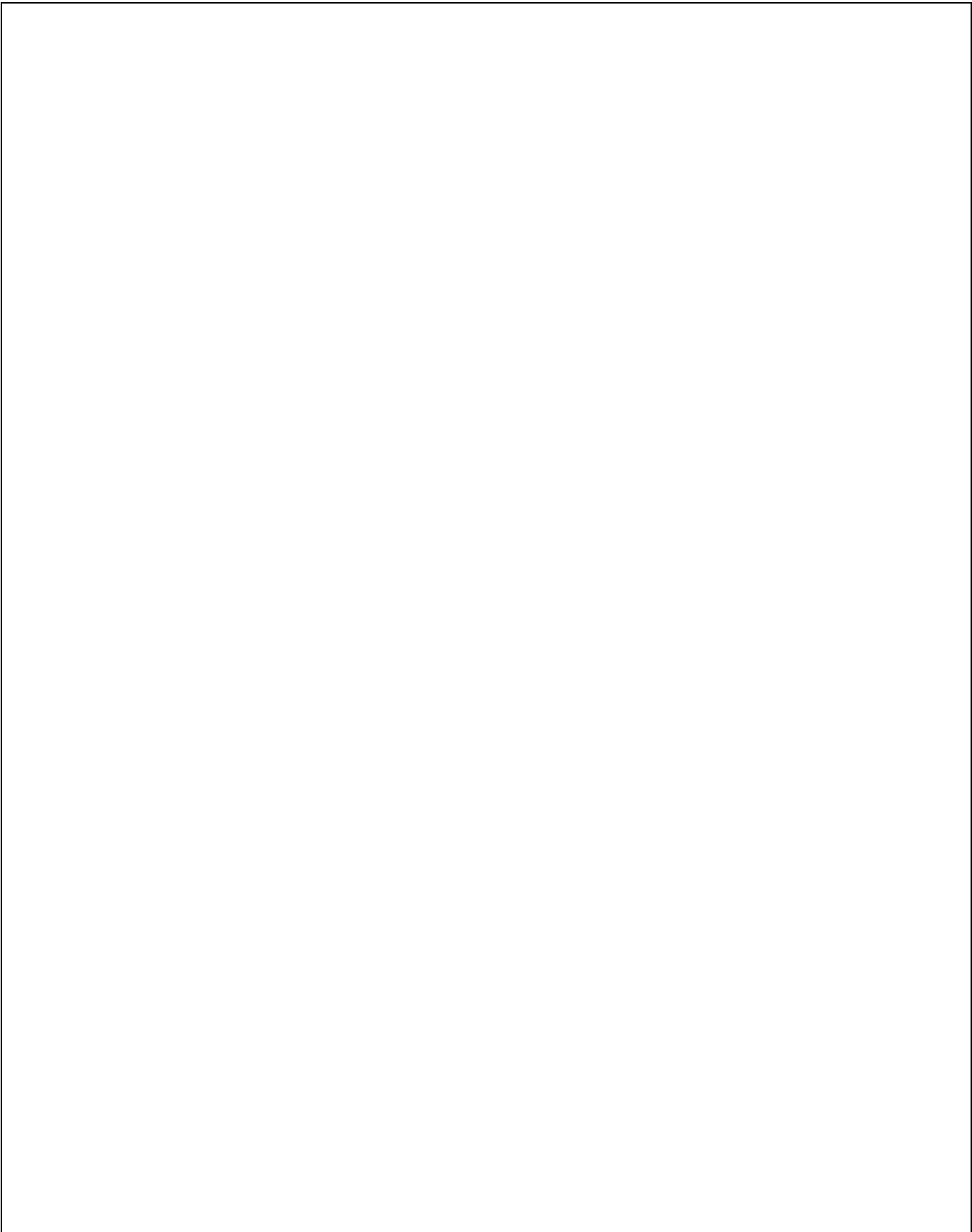
Date	Topic Covered	Training Provider


**Professional Membership/Registration**

Issuing Body	Registration Number	Date Gained	Expiry Date

## Suitability

Please assess yourself against the requirement of the Person Specification, giving examples of how you meet the defined criteria (see Guidance for Applicants document) and your reasons for applying for this post. Ensure you are concise and to the point. You may continue on to one additional sheet if necessary.





**\*Delete as appropriate**

## **Additional Information**

Please give below any further information that is relevant to your application, eg: your application is for a job share; periods of time when you would be unavailable for interview; any special requirements should you be invited for interview.

## **DECLARATIONS**

The nature of the work for which you are applying involves working with vulnerable adults or children. Therefore, the post is exempt from the provisions of Section 4 (2) of the above Act and all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. Applicants are NOT entitled to withhold information about convictions which are considered SPENT under the provision of the Act.

Having a criminal record will not necessarily prevent you from working with us; this will depend on the nature of the position and circumstances and background of your offence.

Have you at any time been convicted of an offence, spent or unspent? \*YES / NO

*\*Delete as appropriate*

Have you ever received any cautions, reprimands, final warnings or convictions? \*YES / NO

*\*Delete as appropriate*

## **Professional Conduct**

Have you been subject to any investigation into your professional conduct by any licensing, regulatory or professional body in the UK or any other country where the outcome was adverse?

\*YES / NO \*Delete as appropriate

Are you currently the subject of any investigation by any professional organisation in the UK or any other country, which might lead to your removal from any of their lists?

\*YES / NO \*Delete as appropriate

At the same time I agree to inform the parish immediately if any such investigation should be initiated. This includes issues, which may lead to such an investigation and/or have any bearing on my suitability to this post? \*YES / NO \*Delete as appropriate

If you have answered YES to any of the above questions please give details on a separate sheet. Any information supplied will remain confidential and will be considered only in relation to your application for this post.



**Please read and sign:**

**I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I understand that **the PCC is not legally allowed to employ persons who are deemed “not fit” to work with vulnerable adults or children and that** if any of the information I have given is found to be false or misleading, the PCC can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.**

**I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment.**

Signed:

Date:

## General Data Protection Regulations – Consent for Job Applicants

In May 2018 the law changes about how companies record, store and use individuals 'personal data. Currently the Data Protection act cover how this is managed, but this new GDPR law means we have to change some of our working practices.

As a <company> we need to collect and hold data about you to enable us to process your job application. The GDPR laws places a further (and new) obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

### **Your consent is requested**

We would like your consent to hold personal and special data about you in order that we can process your employment application.

The data we wish to obtain and hold (a range of examples provided, but not limited to)

	<b>Type of data</b>	<b>Why we wish to hold it</b>	<b>How long it will be kept for</b>
<b>1</b>	<b>Recruitment data</b> Previous employers Types of job held at other companies Previous salaries Skills and qualifications obtained	This will allow us to make a decision on your suitability for employment/engagement  It will help us to decide which dept. you may be most suitable in	Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months  if a job offer is made and more comprehensive GDPR consent form will be issued
<b>2</b>	<b>Ethnic monitoring data</b> Data relating to your racial origin, religion, gender, sexual orientation, etc that are classed as protected characteristics under the Equality Act 2010	We use this data to understand the ethnic make- up of our workforce and job applicants and it allows us to inform our recruitment process if we believe we do not have the correct diversity	This data will be kept for the duration of this round of applications and will be anonymised and stored for 4 years afterwards.

(amend / delete as applicable)

**Agreement to use my data**

I hereby freely give my prospective employer [St Paul, St Marylebone] consent to use and process my personal data relating to my job application (examples of which are listed above).

**In giving my consent:**

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR). I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge. I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.

I understand the Data Controller for our Company is [the Rector acting on behalf of the PCC] and I can contact them directly if I have any questions or concerns. Their e-mail address is frsimon@stpeterdebeauvoir.org.uk

I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Name: .....

Signature: .....

Date: .....

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