

The Ulster Independent Clinic
245 Stranmillis Road
Belfast
BT9 5JH
Tel 028 9066 1212

Job Ref No:

Applicant Ref No:

Application Form

Thank you for your interest. This Application Form should be completed in full using **BLACK INK**. Applicants will be assessed only on the information provided in the Application Form. **Curriculum Vitae must not be submitted with your application**. Failure to fully complete the Application Form may cause your application to be rejected.

Job applied for

1. Personal Details

Last name

First names

Title

(Mr, Mrs, Ms, etc)

Home
Address

Post Code

National Insurance No:

Telephone: Home

Work

Mobile

May we contact you at work?

 Yes NoEmail
AddressCompleted applications forms **MUST** be received not later than 4.00 pm on:

Applications received after the above time and date **WILL NOT** be considered. Please note that faxed applications **WILL NOT** be accepted.

Please return this form to: **The Monitoring Officer
Ulster Independent Clinic
245 Stranmillis Road
Belfast
BT9 5JH**

CANVASSING WILL DISQUALIFY

2. Education

A. Please give full particulars of all secondary level education qualifications.

| Level Attained | Subject Passed | Grade |
|----------------|----------------|-------|
| | | |

B. Please give full particulars of all further level educational qualifications.

| Degree / Diploma / Certificate |
|--------------------------------|
| |

C. Please specify any professional qualifications, Membership obtained, including dates awarded.
Applies to all staff.

| Name of Professional Body / State Registration | Part No With Date & Result | Final With Date & Result | Registration No Enrolment / Pin | Expiry Date | Examinations Yet To Be Taken |
|--|----------------------------|--------------------------|---------------------------------|-------------|------------------------------|
| | | | | | |

D. Additional Qualifications, Training and Apprenticeships relevant to this post (with dates including any in progress).

| |
|--|
| |
|--|

3 Employment History

Present Post

| | | | |
|--------------------------------------|----------------------|----------------|----------------------|
| Name and Address of Present Employer | <input type="text"/> | | |
| Date Appointed | <input type="text"/> | Job Title | <input type="text"/> |
| | | Present Salary | <input type="text"/> |
| Principal Duties of Present Post | | Notice Req | <input type="text"/> |

Employment History

Previous Posts

Please list all your work history BEGINNING WITH THE MOST RECENT POSITION. If work is part time or voluntary please indicate. A continuation sheet may be attached if necessary.

| Dates From To Years & Months | Name and Address of Employer | Post held and brief outline of main duties |
|------------------------------------|------------------------------|--|
| | | |

4 Job Related Experience

Applicants must indicate how their experience to date meets the requirements of the Job Description and fulfils the criteria contained in the Person Specification. Experience gained outside the workplace may be included. Please continue on a separate sheet if necessary.

5 Additional Information

A If you are not a UK national you may not be eligible to work in the UK without a Work Permit or a Right to Work Visa.

Please indicate if you require

A Work Permit Yes No

A Right To Work Visa Yes No

B Please provide brief details and approximate dates of any periods of sickness over the past two years.

C Do you have a medical condition which may affect your performance in the job? Yes No

If Yes please give details

D Policy on the Recruitment of Ex-Offenders

All successful applicants will be subject to AccessNI vetting. A criminal record will not necessarily be a bar to applicant obtaining a position. Applicants can access the Clinic's Policy on the Recruitment of Ex-offenders on the Clinic's following web page: <https://ulsterindependentclinic.com/jobs/policies/> Alternatively applicants can request a paper copy to be sent to them.

E Positions within the Clinic which involve direct patient care are classified as regulated. It is therefore necessary to ask the question:

Is there any reason why you cannot work in Regulated Activity Yes No

If Yes please give details

F Under the Rehabilitation of Offenders (Exceptions) Order NI, 1979, The Ulster Independent Clinic is included in the list of exempted employments. As such, any criminal conviction may never be regarded as spent and must be disclosed when applying for a post.

IT IS NECESSARY THEREFORE TO ASK THE QUESTION:-

Have you ever been convicted of any criminal offence? Yes No

If YES please give details below

Failure to disclose such information as detailed above could result in dismissal.

Unprejudiced consideration will be given to candidates who declare criminal conviction(s) unless their offence(s) is/are manifestly incompatible with the post in question.

6 References

Please give the names and addresses of the two persons not related to you from whom references may be sought. One of these MUST be your present or a past employer who has knowledge of you in a work situation and is able to comment on your ability to carry out the particular tasks of the job for which you have applied for. Candidates applying for their first job should give the name and address of their Head Teacher or a Lecturer.

Reference 1

Name :

Address :

Tel No :

Occupation :

Reference 2

Name :

Address :

Tel No :

Occupation :

If you have not named your current employer (or if unemployed your previous) please state why.

Please note that references will only be sought post interview if the panel is considering offering you an appointment.

I hereby declare that to the best of my knowledge the above information is true and accurate.

I hereby understand and consent to my data being processed in accordance with Data Protection Legislation.

Signature:

Date:

NOTE: A CANDIDATE FOUND TO HAVE KNOWINGLY GIVEN FALSE INFORMATION OR TO HAVE WILFULLY SUPPRESSED ANY MATERIAL FACT. MAY BE LIABLE TO DISQUALIFICATION OR, IF APPOINTED, TO DISMISSAL

Please ensure that you complete in full the attached monitoring questionnaire. Failure to do so may result in your application being rejected.

Private & Confidential

Ref No:

Monitoring Questionnaire

We are an Equal Opportunities Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity we need to monitor the community background of applicants for appointment and our employees as required by the Fair Employment (NI) Order 1998.

Please Answer Both Sections

Section A

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below:

I am a member of the Protestant Community

I am a member of the Roman Catholic Community

I am a member of neither the Protestant or Roman Catholic community

Section B

I am Male

I am Female

Section C

Date Of Birth:

Section D

Number of Children Under The Age Of 6

If you do not complete section A of this questionnaire we are encouraged to use the "residuary" method which means that we can make a determination on the basis of personal information on file / application form.

Note: It is a criminal offence under the legislation for a person to "give false" information in connection with the preparation of the monitoring return.