

The Ulster Independent Clinic  
245 Stranmillis Road  
Belfast  
BT9 5JH  
Tel 02890661212

Job Ref No:

Applicant Ref No:

**Application Form**

Thank you for your interest. This application Form should be completed 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  No

Email Address

**Completed applications forms MUST be received not later than 4.00pm. 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 education 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 Taken

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

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### 3. *Employment History Present Post*

Name and Address of Present Employer

Date Appointed

Job Title

Present Salary

Principal Duties of Present Post

Notice Req:

### *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

## ***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.

## **Additional Information**

**A.** You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.

**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 Access NI 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 a reason why you cannot work in Regulated Activity ?**  Yes  No

If YES please give details below

**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 THEREFORE NECESSARY TO ASK THE QUESTION:-

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

If yes please provide details

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

## 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 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 EILFULLY SUPRESSED ANY MATERIAL FACT. MAY 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 Equal Opportunities Employer. We do not discriminate on grounds of religious 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 the appointment and our employees as required by the Fair Employment & Treatment (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 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

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 the 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 form.