

Data Protection Statement

The sensitive personal information collected is for HR recruitment, administration and monitoring purposes. Unless you direct otherwise, the application forms and attachments of unsuccessful applicants will be destroyed after 6 months. It is the policy of the Agency to protect and secure all personal data collected.

Please email the completed form to recruithr@macadamiasupport.co.uk

Personal Details

Title		First name	
Middle name		Surname	
Maiden name		Any previous names	
UK National Insurance number		Nationality	

Preferred employment type ☐ Full-time ☐ Part-time ☐ Either

Do you have the right to work in the UK? ☐ Yes ☐ No

If applicable, please list your visa or endorsement

Do you require any sponsorship? ☐ Yes ☐ No

Contact Details

Address		Telephone	
		Mobile	
		Work	
Postcode		Email	

Preferred time, day and telephone number to contact you

Date available to start DD/MM/YYYY

General Information

Do you hold a valid, current British driving licence? ☐ Yes ☐ No Type (e.g. Provisional, Full, LGV, PCV)

Any endorsements on your driving licence? (e.g. penalty points) ☐ Yes ☐ No Details

What languages do you speak, and their level of fluency?

How did you hear about this company?

Nurses Only

NMC PIN number

Expiry date DD/MM/YYYY

Formal Education and Qualifications

Name of school / college / university	Address	From MM/YY	To MM/YY	Course of study / qualification(s)	Grade

Training

e.g. Manual handling, CPR, infection control, first aid. Please be ready to provide certificates.

Training details - hospital / establishment	From MM/YY	To MM/YY	Course name	Achieved grade

Employment History

Starting with your most recent position, please give details of your employment history for a period of at least 10 years.

Company name and job title	Address	From MM/YY	To MM/YY	Summary of the role	Reason for leaving / last salary or wage

Additional Employment Information

Include all agency memberships and employment gaps. For gaps longer than 4 months within the last 5 years we require a detailed declaration. If you studied during a gap, please give the institution and qualification gained in the statement.

Date from MM/YY	Date to MM/YY	Statement

Statement Declaration

Please sign to confirm the employment history and gap statements above are complete and accurate.

Signature

Type your full name, or sign by hand
once printed

Date

DD/MM/YYYY

Immunisations

Due to the service's proximity to vulnerable adults, proof of immunisation must be provided. In comments, please state if a vaccination was completed during childhood and documentation cannot be provided.

Vaccine	Yes / No	Date(s) DD/MM/YYYY	Any comments
Rubella	☐ Yes ☐ No		
Skin test for TB	☐ Yes ☐ No		
BCG	☐ Yes ☐ No		
Tetanus	☐ Yes ☐ No		
Varicella	☐ Yes ☐ No		
Poliomyelitis	☐ Yes ☐ No		
Diphtheria	☐ Yes ☐ No		
Hepatitis B	☐ Yes ☐ No	1st 2nd 3rd	
COVID-19	☐ Yes ☐ No	1st 2nd 3rd	
Any recent blood test results		Date DD/MM/YYYY	Titre levels

Declaration

Please sign below to confirm that the information you have provided is accurate to the best of your knowledge and that you accept the conditions and undertakings requested in this due diligence process.

Signature

Type your full name, or sign by hand
once printed

Date

DD/MM/YYYY

References

- References must cover a 3-year period of continuous employment, training or education.
- Your referee could be an HR department, line manager or someone in a position of responsibility.
- If you have not been in employment or education for the last 3 years, you may need to supply a character reference or a personal statement. A character reference must not be from a relative or someone who has a financial arrangement with you.
- **Only one professional referee may be replaced by two character references.**
- Email addresses for employers must be a valid work email address, not the referee's personal email address, unless the email covers a gap in work history or the employer no longer exists and the referee is a personal/character referee.
- References will be verified by HR when the candidate is selected for interview.

Referee 1

Title		Surname	
First name		Relationship	
Company / organisation		Referee job title	
Address		Email	
		Telephone	

Can the referee be contacted prior to interview? ☐ Yes ☐ No

Referee 2

Title		Surname	
First name		Relationship	
Company / organisation		Referee job title	
Address		Email	
		Telephone	

Can the referee be contacted prior to interview? ☐ Yes ☐ No

Referee 3

Title		Surname	
First name		Relationship	
Company / organisation		Referee job title	
Address		Email	
		Telephone	

Can the referee be contacted prior to interview? ☐ Yes ☐ No

Asylum and Immigration Act 1996

Under Section 8 of the Asylum and Immigration Act 1996 it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless:

- that person has current and valid permission to be in the United Kingdom and that permission does not prevent him or her from taking the job in question; or
- the person comes into a category specified by the Home Secretary where such employment is allowed.

Any employment offered will be subject to the successful applicant producing appropriate evidence that the Asylum and Immigration Act is not being contravened.

Monitoring Information

The information collected in this part of the application form will be used for anonymised monitoring purposes, to help the organisation look at the profile of individuals who apply for, are shortlisted for and are appointed to each vacancy. In this way, we can check that we are complying with the Equality Act 2010.

As well as for monitoring, your date of birth will be used for administration purposes, including pre-employment checks and the creation of your personal record if you are appointed.

Macadamia Support Ltd. recognises the benefits of a diverse workforce which reflects the wider population and welcomes applications from all sections of the community. Under the Equality Act 2010, all organisations must demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Monitoring and Administrative Information

Date of birth DD/MM/YYYY

For the questions below, enter **N/A** if you do not wish to disclose.

Gender

Marital status

Sexual orientation

Ethnic origin

Religion / beliefs

Under the definition of disability, do you consider yourself to have a disability? If yes, please give details.

Safeguarding

Any information disclosed will be treated as strictly confidential. The Rehabilitation of Offenders Act 1974 deals with the fair treatment of ex-offenders and helping them into work. More information can be found at [gov.uk – Rehabilitation of Offenders Act 1974 guidance](https://www.gov.uk/guidance/rehabilitation-of-offenders-act-1974-guidance).

There are certain exceptions where you will need to disclose a caution or conviction even if it is considered spent under the 1974 Act. The jobs and activities listed in the Exceptions Order mainly relate to particularly sensitive areas, such as work with children or health and social care. This recognises that, for certain activities, fuller disclosure of a person's criminal record history is relevant – for example, where there is a real risk to children, other people in vulnerable circumstances, or some other particularly sensitive area of work.

You should be aware that, as well as being able to ask you to disclose your cautions and convictions, in these circumstances the organisation will be able to request the same information from the Disclosure and Barring Service (DBS).

Once you are successfully selected for the role, a standard or enhanced criminal record check will be required. You will be advised of the type of certificate being requested and asked to give your approval to this application. A copy of your DBS check will be available on request. More information can be found at [gov.uk – DBS checks guidance](https://www.gov.uk/guidance/db-checks-guidance).

Have you got any convictions and/or conditional cautions?

This applies regardless of whether any convictions or cautions were issued in the UK or in any other country where the offence would be considered equivalent (or similar) in England and Wales.

It also includes criminal convictions or relevant service discipline convictions received within the Armed Forces Justice System (e.g. through Summary Hearing or Court Martial) where the offence would be considered equivalent in England and Wales.

It does not include parking offences – in that case you can select No.

Answering Yes does not mean you will not be considered for the position. Employers will only consider information that is relevant to the position applied for, and where there may be associated risks to the duties you may be required to carry out in the role.

Convictions and/or conditional cautions

☐ Yes ☐ No

If your answer is Yes

To protect the confidentiality of this information, please provide details of the conviction, conditional caution or Summary Hearing – including the date and sentence administered – in a separate document. Title it **“Private and Confidential”** and email it to recruithr@macadamiasupport.co.uk.

Acceptance of our Code of Confidentiality

In the course of your duties, you may have access to confidential information about our clients. On no account must information relating to an identifiable client be divulged to anyone other than the manager of the agency.

You should not disclose ANY information to your family, friends or neighbours. If you come across any information that you consider a cause for concern, speak to your manager privately. Failure to observe these rules will be regarded as serious misconduct, which could result in removal from the agency register and/or further action. Signing below confirms that you have understood and agree to the above statements.

Confidentiality Agreement

Signature

Type your full name, or sign by hand
once printed

Date

DD/MM/YYYY

Declaration

I declare that the information in this form and any accompanying documents 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 for subsequent dismissal if employed by the organisation.

Where applicable, I consent to the organisation seeking clarification regarding my professional registration details. I permit the personal information collected to be processed for any employment purposes.

I agree to the above declaration

Signature

Type your full name, or sign by hand
once printed

Date

DD/MM/YYYY

Official Use – to be completed by Recruitment

Date application received

DD/MM/YYYY

Date application

acknowledged DD/MM/YYYY

Initial decision

Date applicant informed

DD/MM/YYYY

Decision

Date(s) of interview

Comments