



Candidate Application Form

Please complete the following sections giving as much information as possible.

If you require any assistance regarding your registration please do not hesitate to contact us via 0203 794 5488.

We are unable to accept forms returned as email attachments without a signature.

Please print out and complete the form in black ink and BLOCK CAPITALS.

Applicants will be treated in the same way whether they are external or internal candidates. Internal candidates should advise their manager that they have applied for another position.

When completing manually, if you need to provide additional information please continue on a separate page with relevant heading.

Candidate consent to process sensitive data form (GDPR) and declaration

From May 2018, prospective employers that collect personal data of EU residents must tell applicants how their data will be handled and gain consent. Attached is a copy of our Applicant Data Handling Policy explaining in detail why we collect your data, what we do with it, how long we expect to retain it and your rights to access it. If you consent read the statements below, ensure you understand them fully and ensure you ask any questions before signing.

I declare:

- By signing I hereby freely give my prospective employer Complete Feet Care consent to use and process my personal data relating to my job application including handling sensitive data such as vaccination, health and wellbeing data.
- The enclosed information is true, to the best of my knowledge and belief, and I will notify the company immediately of any changes. I have received and read the companies terms and conditions and agree to everything therein. I understand that my employment with the company is subject to the satisfactory references and where necessary a governmental or Police check will be carried out.

Signed (can be typed on keyboard):	Date:
Print Name:	<input type="checkbox"/> I have enclosed supporting information (please check box)
How did you hear about us?	
Please give details:	

PERSONAL DETAILS

Title	
Surname	
Forenames	
Previous Names	

Date of birth:	Gender:
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Person to be contacted in an emergency	
Relationship:	Tel:

National Insurance Number (include proof):	
Current Address:	Permanent Address (if different):
Postcode:	Postcode:
Country:	Country:
Tel: Home	Tel: Home
Tel: Work	Tel: Work
Mobile:	Mobile:
Fax:	Fax:
E-mail:	E-mail:

NATIONALITY DETAILS

Please provide proof of your right to work e.g. a copy of your visa or work permit, passport or birth certificate.

Nationality:	Do you hold a current British Passport?
Are you a British Citizen?	Do you hold a work permit?
YOUR PASSPORT DETAILS	
Passport Number:	Valid till:
Visa valid from:	

WORK DETAILS

What is your speciality:		
From what date are you available for work?		
Do you want:	Full time:	Part time:
Number of hours required:		
Preferred Location:		
Nearest Railway/Underground to your home?		
Do you require accommodation?		
Do you have your own transport? If so please list:		
Current rate of pay?		

EMPLOYMENT

*Please provide details of present and two most recent jobs or details covering the last 5 years.
Please start with your current or most recent role.

Date From	Date To	Employer	Job Title and Description

PERSONAL

A Personal or character reference is a recommendation from a person who has known you in a personal capacity. Ensure you have permission from the individual before listing, suitable individuals who can provide a reference include: business acquaintances, teachers, professors or academic advisors, volunteer leaders, religious workers, friends, coaches, and neighbours. You cannot list family members.

Please give the date after which we have your permission to contact your referees:

Reference 1	Reference 2
Organisation :	Organisation :
Job title:	Job Title:
Relation:	Relation:
Name:	Name:
Address:	Address:
Tel:	Tel:
Fax:	Fax:
Email:	Email:

PROFESSIONAL MEMBERSHIPS (HCPC, SOCP, IOCP, FOOTREG ect.)

Professional Body	Membership Number	Expiry Date

TRAINING DETAILS

Awarding Institution	Date Started/Date Completed	Qualification and Grade Obtained
Post Graduate Training	Date Started/Date Completed	Qualification and Grade Obtained

Declaration Rehabilitation of Offenders Act 1974

The position for which you have applied is exempted from the Rehabilitation of Offenders Act 1974. This means that you must declare all criminal convictions, including those of which would otherwise be spent.

The information will be treated in confidence and only taken in account where in the opinion of the company the offence is relevant to the post for which you have applied.

Failure to disclose a conviction may require us to exclude release you from our employment if the offence is not declared, but later comes to light.

Please answer all of the below questions. If you answer Yes to any of the questions, please give details on a separate sheet if necessary. Note, you do not need to tell us about parking offenders.

Are you currently bound over or have you ever been convicted of any offence by a court or court martial in the UK or any other country?	
Have you ever received a police caution, reprimand or final warning?	
Have you ever been charged with any offence in the UK or in any country that has not yet been disposed of?	
Are you aware of any current police investigation in the UK or in any other country following allegations made against you?	
Have you ever been dismissed for misconduct from any employment, office or other position previously held by you?	
Have you ever been disqualified from the practice of a profession or required practice subject to specified limitations following fitness to practice proceedings by a regulatory or licensing body in the UK or any other country?	
Are you currently the subject of any investigation or fitness to practice proceedings by a licensing or regulatory body in the UK or in any other country?	
Are you subject to any other prohibition, limitation, or restriction that means we are unable to consider you for the position for which you are applying?	
If you answer Yes to either of the below questions, please provide a copy	
Have you ever been police checked?	
Do you have a DBS disclosure?	
If yes, please state reference number and date completed:	

VACCINATIONS

Please provide documentary evidence of all vaccinations. This can be a copy of the original certificate or a letter from your GP. We would like to take this opportunity to remind you that all vaccinations should be kept up to date and records kept.

Vaccination	Date	Vaccination	Date
Hepatitis B		The following four vaccinations can be self-certified:	
1 st Injection		Varicella	
2 nd Injection		Polio	
3 rd Injection		Diphtheria	
Booster		Tetanus	
Tuberculosis (BCG)			
Rubella			

HEALTH QUESTIONNAIRE

Please answer all of the following questions. If you answer Yes to any of them, please provide additional details.

Have you ever left, or been denied a job on health grounds?	
Have you ever been denied a drivers licence on health grounds?	
Do you have a medical condition that may affect your ability to work safely?	
Is there any additional health information that may limit your ability to work in certain specialities?	
Do you currently, or have you ever suffered from any of the following:	
Mental illness or psychological disorder?	
Physical disabilities?	
Have you ever had any major operations?	
Have you had any illness during the last 6 months?	
Are you having any treatment for any condition at present?	
Are you registered disabled?	
Do you smoke?	
Have you had any blood or urine tests within the past year?	
Have you had any illness associated with, or contact with:	
Any infectious disease e.g. Methicillin Resistant Staphylococcus Aureus (MRSA)?	
Any surgery that would influence work practice?	

APPLICANT DATA HANDLING POLICY

	Type of data	Why we wish to hold it	How long it will be kept for
1	Recruitment data Personal Details Nationality Work details Previous employers Types of job held at other companies Previous salaries Skills and qualifications obtained Professional membership Declaration	This will allow us to make a decision on your suitability for employment.	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 a more comprehensive GDPR consent form will be issued.
2	Ethnic and gender monitoring data Data relating to your racial origin, religion, gender, sexual orientation, gender 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.
3	Vaccinations, Health and Wellbeing data Data relating to your vaccination history that is classified as sensitive data	We use this data to ensure you meet the required health status to provide safe care to others and meet health and safety at work regulations.	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 a more comprehensive GDPR consent form will be issued.