



Email: anser@pm-recruitment.de
Internet: <http://www.pm-recruitment.de>
Internet: <http://www.anserglobal.com>

IN CONFIDENCE

NURSING ASSISTANT/AIDE APPLICATION FORM

Please read through carefully and complete in applicants own handwriting

ALL SECTIONS MUST BE COMPLETED FULLY. FAILURE TO DO SO WILL MAKE YOUR APPLICATION VOID

Application for preferred position..... Unit/Clinic.....

Date Qualified (dd/mth/yr)...../...../.....

Personal Details (IN BLOCK CAPITALS PLEASE)

Family Name..... Sex.....
First Name(s)..... Status.....
Date of Birth...../...../..... Age..... Nationality.....
Home Address..... Present Address.....
.....
.....
.....
.....
Tel/Fax No (where we can contact you including code).....

Dependants (if any) please give details on a separate page ie: relationship to you, gender, age, etc.

Employment History (Present or most recent employment)

Position Held..... Employers Name.....
Salary..... Weekly Hours..... Address.....
Date Started..... Date Left.....
Reason for leaving.....

State exact date you are available to start employment ? (dd/mth/yr)...../...../.....

Have you got a University Degree Yes /No (if yes send a copy with application form)
Are you a member of a professional body: Yes/No.....
State name of professional body.....
Was examination required: Yes/No Pass level %..... Membership No.....
Expiry date:..... Membership level.....

CGFNS YES/NO	TOEFL YES/NO	TSE YES/NO	IELTS YES/NO
---------------------	---------------------	-------------------	---------------------

(PLEASE GIVE DETAILS scores)

Work Permit Required? Yes/No.....

Driving License Yes / No **Passport No** **Expiry date**

Give a brief description of duties in present or most recent post :

From (date) To (date) Employers Name & Address Position Held Reason for Leaving

Previous Employment (most recent first)

From (date) To (date) Employers Name & Address Position Held Reason for Leaving

Training

Please provide details of your training as follows

Name of training establishment:

Dates of attendance: FROM.....TO.....

Type of Diploma/Degree awarded:

Please attach notarized copies of any additional courses and qualifications obtained, stating dates and pass level where applicable.



General Education (High School)

School/College _____ From _____ To _____ Attainments _____ Level _____

Languages Spoken _____ Written _____

.....

References.

Give the names and addresses of THREE referees including telephone numbers if possible to whom we, or prospective employers may apply, to provide information on your suitability for the position for which you have applied for. THREE copies of references should be included with your application and supported by documentary evidence of proof of authenticity (e.g notary public/commissioner for oaths or other public officials) and should bear their official stamp.

1. _____ 2. _____

3,

Important Note

The Government of the United Kingdom operates an Equal Opportunities Policy whereby all employers are committed to provide equal opportunities to all applicants and to eliminate unlawful and unfair discrimination on any grounds which include sex, marital status, race colour, ethnicity, nationality, religion, politics, social background, sexual orientation, age, disability. To help us monitor this policy, can you complete the following.

AGE.....SEX.....NATIONALITY.....DISABLED: YES / NO.....

Ethnic Origins.

Black Indian Pakistani Chinese European Afro-Caribbean Filipino Other Specify).....

Under British Law The Rehabilitation of Offenders Act 1974

You are not allowed to withhold information regarding criminal convictions including cautions, for any offence which for other purposes are spent under the act. You should disclose in this section any previous convictions. Failure to disclose any convictions is likely to result in dismissal should it be subsequently discovered.

Please list details (ie: date, type of offence, sentence/fine imposed caution etc) below.

HEALTH

Do you consider yourself to have a disability: YES NO

Are you registered disabled: YES NO Registration No.....

Do you have any long term medical condition (for example Diabetes): YES NO

Is that condition likely to affect your ability to perform your duties as a nurse: YES NO

Do you currently have or have you ever had any injury to or problems with your back or neck?

Currently: BACK: YES NO

Currently: NECK YES NO

Previously: # YES NO

Previously: # YES NO

Have you had a chest X ray within the last three years: YES NO

If you have answered YES to any of the above questions it may be necessary for our nurse to request information about your condition from your medical practitioner. If this is the case you will be notified and your permission sought

Is your vaccination status for the following conditions up to date.

TETNUS YES NO TYPHOID YES NO DIPHTHERIA YES NO POLIO YES NO
HEPATITIS B YES NO TB STATUS YES NO SMALLPOX YES NO

If not which one/s are out of date?



NOTE: Receipt of any offer of employment in the UK will be subject to ANSER 98 (UK) Ltd requesting full medical and police checks being completed prior to departure. This is in compliance with current UK legislation.

Additional Supporting Information

Please give brief details of any additional information and including specialist experience, voluntary work or other activities which you think should be taken into consideration with your application for this or other posts which you may be Proposed.

Have you a relative/s or friend/s in the UK. If yes please give details below.

Declaration:

I the undersigned declare that the information on this form is true and complete in all respects and that any willful omission or falsification of documentation, untrue statements, renders me liable to dismissal from employment if engaged.

Signed:.....Print Name.....

Date.....



ANSER 98 (UK) Ltd

Date as Postmark

Re: Application for a Nursing Position-UK

Thank you for your letter/application for a position as a *Nursing Aide* in the UK, please accept this letter as our official acknowledgement. Enclosed is an application form and we would advise that your details will be entered into our data bank when you return this form

Please include a photo copy of your valid passport showing the number and expiry date, also six (6) passport sized photographs, which you should **print** your name on the reverse side.

On receipt of your **application form** you will be given an **ANSER No**

On receipt of your application form and documents and checked your references etc, we will then prepare a C.V. on your behalf to present to prospective employers, (it is the employer who selects the applicant that is most suitable for their needs, not ANSER 98).

Please note your completed ANSER application form will be included in the C.V. we prepare, therefore it is important that you complete it in your own handwriting with as much information about yourself and as neatly as possible.

We enclose a directive, which must be fully complied with at all times, all questions must be answered. Not doing so could affect your placement.

If you are offered employment, this will be subject to satisfying a full medical and a Police check being carried out.

We will advise you as soon as a suitable placement is found.

If we have not received your completed application form within ten weeks from date of postmark we will assume you are not continuing with your application and any communication we have received from you will be destroyed.

Yours faithfully,

Mrs M. L. Cannell .

PLEASE PHOTO COPY ALL PAGES IF ANY OF YOUR COLLEAGUES ALSO WISH TO JOIN ANSER 98

IMPORTANT INSTRUCTIONS – ALL APPLICANTS

To ensure the smooth processing of your application for a nursing position in the UK you are instructed to read and fully understand the following. Failure to do so will result in your application being withdrawn from our register and in some cases job offers will be withdrawn.

- 1, We will not process your application if ALL questions on the application form are not completed.
2. You **MUST** read carefully all letters and follow the instructions contained and where requested, supply any information that may be requested.
- 3, When you receive your ANSER registration number.
IT MUST ALWAYS BE QUOTED ON ALL CORRESPONDENCE TO THIS OFFICE.
We will not reply to any correspondence if this is omitted.
4. You must provide **A TELEPHONE / FAX NUMBER OR E-MAIL ADDRESS**, where you can be contacted immediately.
- 5, You **MUST** give the **ACTUAL** date you can start work in the UK.
- 6, You must sign and return immediately any contract sent to you. If you decline a job offer inform ANSER 98 immediately, to enable the employment to be offered to another applicant.
- 7, You must notify this office of any change in circumstances that could affect your application or job offer,
- 8, You must contact this office personally if you have any questions/queries.
No information will be given to anyone acting on your behalf.
- 9 You must keep this office informed at all times of ANY CHANGES which may affect your application

Failure to carry out any of the above means no UK jobs.

CHECK LIST-IMPORTANT (ALL APPLICANTS)

What we require you to send with your application. (If not already submitted).

- (a) Personal resume
- (b) Three references (authenticated).
- (c) We require copies of your qualifications together with a transcript of your training where you gained your qualification.
The transcript should contain a breakdown of the modules in hours showing Theoretical and Clinical experience.
- (d) Details of your post graduation experience. The type of experience gained and the hours worked per week in each post should be given.
- (e) Copy of your birth certificate.
- (f) Statutory evidence of any change of name (e.g. copy of marriage certificate).
- (g) Registration certificate issued by the country or state in which your training was completed and in which you first became licensed and if you are now registered in another country, your current registered certificate in addition.
- (f) Copies of the documents must be certified as true copies of the originals by a lawyer/commissioner for oaths or other public official.
- (g) Names of referees to whom a prospective employer may make application for character and work experience reports (if not already supplied). Certified copies are acceptable.
- (h) Enclose 6 passport sized photos taken recently and put your name on the reverse side. A copy of your passport, number and expiry date.
- (i) References plus details of any further training / course you have completed.

It is most important that all of the above are included with your application. Failure to do so will only delay your application as well as our being able to submit your details to prospective employers.

You must keep this office informed at all times of ANY CHANGES which may affect your application