



NAZARETH CARE

APPLICATION FORM

Position Applied For:

Location:

Closing Date:

Candidate Number:

Office Use:

PERSONAL DETAILS

First Name:

Last Name:

Previous Names (Validation Purposes):

Address for Correspondence:

Contact Telephone (Home):

Contact Telephone (Mobile):

E-mail address:

Do you wish to be contacted by email?

Yes No

Please provide current professional registration number and title of register (if appropriate)

Do you have a valid working Visa?

Yes No

If yes, what type of Visa?

What is the expiry date of your Visa?

Application Form

Driver's License (please state type and category, if applicable)					
EDUCATIONAL ACHIEVEMENTS					
(Please include second level and third level educational achievements)					
Date	Educational Institution	Conferring Body	Course of Study	Qualification Achieved	Grades Achieved
MANDATORY TRAINING RECORD					
Course			Date Completed		
Fetac					
Manual Handling, including People Handling					
Safeguarding Vulnerable Adults					
Fire Safety					
Infection Control					
An Introduction to Children First					
Dementia/Challenging Behaviour					
End of Life Care					
SUMMARY CAREER HISTORY					
Dates Employed (From-To)		Employer Name		Job Title	

Application Form

DETAILED CAREER HISTORY			
Dates (Start Date – End Date)	Employer Name	Job Title	Main Roles and Responsibilities

Application Form

ATTENDANCE RECORD

How would you describe your work/college attendance over the past 3 years?	
Have any of your previous year heads/employers had to engage in discussions with you regarding unsatisfactory attendance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please identify how many episodes of sick leave that you have had in the past 3 years:	
None:	
1-3 certified by GP/uncertified:	
4-6 certified by GP/uncertified:	
6-9 certified by GP/uncertified:	
Greater than 9 periods:	
Nazareth Care operates a 24-hour care service for 365 days a year – are you available to work a 7-day flexible roster?	Yes <input type="checkbox"/> No <input type="checkbox"/>

ADDITIONAL INFORMATION

Please give details of any relevant additional information that will support your application

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GARDA CLEARANCE/VETTING

Have you ever applied for Garda Clearance/Vetting in the past?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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When and by whom was this application made?	
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Have you ever committed an offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please give details (This disclosure must include all/any such offences as driving, drug, alcohol related offences, theft, non-payment of TV license and public order offenses, and includes the application of probation or community service.)	
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REFERENCES

Please give a minimum of three referees (including your current/most recent employer). We retain the right to contact all previous employers.

Do you wish for us to contact you prior to contacting your referees? **Yes** **No**

FIRST REFEREE

Name of referee:

Address:

Professional Relationship to Candidate:

Contact telephone:

Email address:

SECOND REFEREE

Name of referee:

Address:

Professional Relationship to Candidate:

Contact telephone:

Email address:

THIRD REFEREE

Name of referee:

Address:

Professional Relationship to Candidate:

Contact telephone:

Email address:

DECLARATION

I declare that to the best of my knowledge and belief, there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of this appointment.

I the undersigned, hereby declare all the particulars given above are true. I am aware that wilful misrepresentation of any fact either in writing or at interview/examination concerning the filling of the above post will disqualify my application and render me liable for dismissal, if employed. Furthermore, I am aware of the qualifications and particulars of this position.

Signed:

Date:

Name of Applicant:

PLEASE RETURN COMPLETED APPLICATION FORM TO:

HR Department,
Nazareth House Nursing Home,
Church Hill,
Sligo.
F91A243
Tel: 071 - 9180 900
E: admin.sligo@nazarethcare.com

Closing Date for Applications:

WE WILL BE UNABLE TO PROCESS APPLICATION FORMS WITHOUT GENERAL DATA PROTECTION REGULATIONS (GDPR) CONSENT ON THE LAST PAGE SIGNED. YOUR APPLICATION WILL BE DESTROYED IF THE GDPR CONSENT IS NOT SIGNED

GENERAL DATA PROTECTION REGULATION (GDPR)

Introduction

At Nazareth Care, we take your privacy seriously. It is important you know exactly what we do with personal information that you and others provide to us, why we gather it and what it means to you.

Nazareth Care makes protection of your Personal Data a high priority, taking all appropriate measures to ensure your rights and data are protected. The statement below sets out what information we may keep on you, why we need it and how it is used, stored and destroyed when no longer required. We also set out contact details should you want further information or have any concerns.

This information leaflet is being provided to you in line with our obligations under the General Data Protection Regulation (GDPR) which came into force on the 25th of May 2018. If you are unsure of anything within this information leaflet do not hesitate to discuss this with the Nursing Home Manager.

The information we collect about you and the legal basis

Information (data) about you is required, to enable us to process your employment application. The lawful basis for processing data is set out in Article 6 of the GDPR.

Information held about you

For us to process your employment application, develop your contract of employment and meet our legislative requirements in a nursing home we are required to hold information on you.

The sort of information we hold includes:

- your application form, references and associated correspondence;
- Documents that confirm your identity and a photograph;
- contact details;
- Records relating to your career history, such as training records and, where appropriate, professional registration details.

Access to Information about you

Access to information contained in your employment application will only be by appropriate people in the nursing home – for example the Managers and administration staff involved in the recruitment process.

We will only disclose information about you and your employment application to third parties if we are legally obliged to do so.

Storage of Information held about you

Appropriate safety measures are in place to ensure only authorised people who require access, can access your information. This includes physical measures such as locking of filing cabinets in a secure area with restricted access and technical measures such as passwords for systems, IT security to stop unauthorised access and encryption, etc.

Retention of information about you

Successful candidate's information will be held under the Nazareth Care Ireland GDPR policy guidelines, details of which will be made available upon an offer of employment.

Unsuccessful candidate's information will be held for a period of 2 years from date employment application was received.

On completion of the identified legal period for retention of your records the information will be destroyed by having your records held on paper destroyed, and electronic records erased. If you require any advice about the retention of your information, please discuss this with the Manager of the Nursing Home.

Application Form

The Data Protection Contact

The Data Protection contact for our nursing home is the Manager of the Nursing Home in the first instance.

Your rights in relation to your personal data

You have certain rights in relation to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you would like to see the information held on you by our Nursing Home or receive a copy of your personal data, please make a Subject Access Request by completing a Subject Access Request Form. You can request this form from the Manager of the Nursing Home.

Should you have a concern about your information or how we manage it please contact the Data Protection Contact above. Should you not be satisfied with our response to your concerns or believe that we have not complied with our data protection obligations you may lodge a complaint with the Office of the Data Protection Commissioner.

You also have a right to complain to the Data Protection Commission if you feel this is necessary.

The details are as follows:

Data Protection Commissioner, Canal House, Station Road, Portarlinton, Laois, Ireland. R32 AP23	Opening Hours: 09:15-17:30 Tel: +353 57 868 4800 or Lo-call Number: 1890 252231 Fax: +353 57 868 4757 Website: www.dataprotection.ie Email: info@dataprotection.ie
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**GENERAL DATA PROTECTION REGULATION (GDPR)
CONSENT**

I have read and consent to my personal information, as detailed above, being held and utilised by Nazareth Care for the purposes stated.

Signed:

Date:

Name of Applicant:

PLEASE RETURN SIGNED CONSENT ALONG WITH APPLICATION FORM TO:

HR Department,
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Church Hill,
Sligo.
F91A243
Tel: 071 - 9180 900
E: admin.sligo@nazarethcare.com