

APPLICATION FORM

PERSONAL DETAILS:

Surname:	First name:
Date of Birth:	Ethnic Origin:
Birth place / District / Borough:	Birth place county/city:
Current UK Postal Address:	Current Non- UK Address:
Telephone:	Email:
Mobile (cell):	National Insurance number:
Marital Status:	Dependents:
Next of Kin: (who we should contact in case of emergency)	Next of Kin Mobile:
Next of Kin email:	Next of Kin Tel:

BASIS OF RIGHT TO WORK IN UK

On what basis are you entitled to work as a doctor in the UK?	<input type="checkbox"/> EU Citizen <input type="checkbox"/> Work Permit/Visa <input type="checkbox"/> Permit-free visa Spouse of an EU citizen <input type="checkbox"/> Right of abode in UK
Please submit the following evidence (originals or copies of):	<input type="checkbox"/> passport identification pages and/or proof of Nationality <input type="checkbox"/> Residency status page of passport or proof of UK Residency <input type="checkbox"/> Work Permit page of passport or Work Permit <input type="checkbox"/> Permit-Free Training page of passport or Permit
Have you applied for a UK visa before/have you ever had a visa application rejected? Please give details:	

RESUSCITATION QUALIFICATIONS/IELTS:

ADULT Advanced Life Support YES/NO	Date completed or booked:	Course Provider (name, location):
PAEDIATRIC Advanced Life Support YES/NO	Date completed or booked:	Course Provider (name, location):
IELTS YES/NO	Date completed or booked:	Score:

GMC/APPRaisal & REVALIDATION

GMC STATUS: Do you have a full GMC licence to practice? (if NO please provide details in the box below) Date licence granted:	GMC NUMBER:
Have you submitted your GMC licence application: Date of submission of licence application: Have you been invited to GMC ID check : Y/N Date you received your GMC ID check invitation:	
REVALIDATION DATE :	
NAME OF PREVIOUS DESIGNATED BODY:	NAME OF PREVIOUS RESPONSIBLE OFFICER:
NAME OF LAST APPRAISER:	DATE OF LAST APPRAISAL:

AVAILABILITY

From what date are you available to start work?:	Preferred rota pattern: 1 in 2/ 2 in 3 / other
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POLICE CHECK (DBS)

<p>Please provide a scan of at least 3 of the following documents:</p>	<input type="checkbox"/> Passport <input type="checkbox"/> Driving Licence <input type="checkbox"/> EU/EAA ID <input type="checkbox"/> VISA	
<p>5 Years Address History:</p> <p>(please provide the full address of anywhere you have lived in the last 5 years including postcodes.)</p>	<p>Address 1:</p>	<p>Date From:</p> <p>Date To:</p>
	<p>Address 2:</p>	<p>Date From:</p> <p>Date To:</p>
	<p>Address 3:</p>	<p>Date From:</p> <p>Date To:</p>
	<p>Address 4:</p>	<p>Date From:</p> <p>Date To:</p>
	<p>Address 5:</p>	<p>Date From:</p> <p>Date To:</p>
<p>UKVI require Tier 2 visa applicants to provide a police check for any country they have lived in for 12 months or more, in the last 10 years.</p>		
<p>If this applies to you please provide details and specify dates of residency:</p>		

BANK DETAILS: (please provide details if you have a UK bank account)

Name of Account holder:	
Bank of Building Society:	
Address:	
Sort Code:	Account Number:

OCCUPATIONAL HEALTH QUESTIONNAIRE

NHS trusts and hospitals require a health statement from you. The information given is confidential and will only be used in connection with employment with Cape Medical Services Limited and may be sent to prospective hospital clients.

IMMUNISATION HISTORY

Have you been immunised against the following:

TUBERCULOSIS	YES/NO	DATE
POLIO	YES/NO	DATE
TETANUS	YES/NO	DATE
RUBELLA (GERMAN MEASLES)	YES/NO	DATE
HEPATITIS A	YES/NO	DATE
HEPATITIS B	YES/NO	DATE

HEPATITIS B STATUS: Immune / Not immune / Borderline
RUBELLA B STATUS: Immune / Not immune / Borderline
HIV STATUS: Tested/Not tested Result: Negative/Positive

Date of last Chest X-Ray: _____ **Result:** _____

BASIC MEDICAL HISTORY

If you answer yes to any of the following questions, or you are currently taking any medication, please provide further information.

	YES	NO
Is there any aspect of your state of health that may restrict or impair your ability to work as a doctor?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any aspect of your medical history that an employer should or may wish to know?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been refused or retired from work on health grounds?	<input type="checkbox"/>	<input type="checkbox"/>
Are you under the care of a hospital doctor, attending or waiting for any hospital in- or out-patient treatment?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever suffered from mental illness/depression, alcohol or drug dependency?	<input type="checkbox"/>	<input type="checkbox"/>
Do you smoke?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been refused life insurance or cover?	<input type="checkbox"/>	<input type="checkbox"/>
Do you suffer from any allergies?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently or regularly taking any medication, special diets or injections? If yes, please detail below:		
Do you or have you ever suffered from or received treatment for any of the following:		
Respiratory disorders or diseases?	<input type="checkbox"/>	<input type="checkbox"/>
Cardiovascular disorders or diseases?	<input type="checkbox"/>	<input type="checkbox"/>
Gastrointestinal disorders or diseases?	<input type="checkbox"/>	<input type="checkbox"/>
Neurological disorders or diseases?	<input type="checkbox"/>	<input type="checkbox"/>
Psychiatric disorders or diseases?	<input type="checkbox"/>	<input type="checkbox"/>
Dermatological disorders or diseases?	<input type="checkbox"/>	<input type="checkbox"/>
Endocrine disorders or diseases?	<input type="checkbox"/>	<input type="checkbox"/>
Bone or Joint disorders or diseases?	<input type="checkbox"/>	<input type="checkbox"/>
Haematological disorders or diseases?	<input type="checkbox"/>	<input type="checkbox"/>
Infective disorders or diseases?	<input type="checkbox"/>	<input type="checkbox"/>
Stress related, disorders or diseases?	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol or Drug related disorders or diseases?	<input type="checkbox"/>	<input type="checkbox"/>

INFECTION RISK:

I believe that I am/am not carrying any infection that could pose a risk to patients. I understand my responsibilities as set out in "Duties of a Doctor" (General Medical Council) to have all necessary tests if I think I have or am carrying a serious communicable condition. I agree to act on the advice of a suitably qualified colleague about necessary treatment and/or modifications to my clinical practice. I also understand that I must take and follow advice from a consultant in occupational health or another suitably qualified colleague if a condition or illness could affect my judgement or performance as a medical practitioner.

I declare that the above information is true and complete and understand that withholding information may result in termination of my contract of employment by Cape Medical Services Limited.

Signed:	
Name:	
Date:	
GMC number:	

PRE-EMPLOYMENT QUESTIONNAIRE

NHS trusts and hospitals require a statement from you. The information given is confidential and will only be used in connection with employment with Cape Medical Services Limited and may be sent to prospective hospital clients.

DECLARATION: REHABILITATION OF OFFENDERS ACT 1974 (Exceptions Order 1975)

The above-mentioned Act permits persons in certain circumstances to ignore offences committed in the past, when asked to give details of previous convictions. However, due to the nature of the work you are contracted to perform, this post is exempt from the provision of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) which makes it illegal for medical practitioners to withhold details of any offence(s) for which they have been convicted. Any information given will be regarded as strictly confidential and failure to disclose such convictions may result in termination of your contract of employment by Cape Medical Services Limited.

I hereby declare that I have stated any criminal convictions below in accordance with the above named Act.

Signed	
Name	
Date	
GMC number	

Please list below any offences relating to the above Declaration.

MEDICAL INDEMNITY

For the purposes of arranging appropriate medical indemnity cover for working in the UK, doctors are asked to complete the following section. If you answer yes to any of the following questions, please provide further information below.

	YES	NO
Are you currently, or have you ever been, the subject of any Professional Misconduct proceedings?	<input type="checkbox"/>	<input type="checkbox"/>
Has a claim for compensation ever been made in respect of your professional medical practice?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been refused medical indemnity insurance or cover?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a member of a professional indemnity organisation?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please state the organisation and membership number:		

CURRICULUM VITAE DECLARATION

I hereby certify that the information given in my Curriculum Vitae is correct and complete to the best of my knowledge and understand that any misleading statements, failure to disclose information or deliberate omissions will be regarded as grounds for withdrawal of offer or subsequent disciplinary action which may result in dismissal. I also authorise Cape Medical Services Limited to update my Curriculum Vitae in respect of the following areas:

- Qualifications, (providing copies of such qualifications are provided by the doctor)
- Work experience history, particularly employment carried out through Cape Medical Services Limited.
- Membership details of relevant professional organisations.

Cape Medical Services Limited agrees to discuss any such changes with the doctor concerned and warrants to provide each doctor with the updated details for confirmation.

Signed	
Name	
Date	
GMC number	

Job Applicant Privacy Policy

Cape Medical Services is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we collect and hold on you as a job applicant. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

Data controller details

The Company is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows: *Dr Stephen Agoston, Cape Medical Services Ltd, Merevale House, 27 Sansome Walk, Worcester WR1 1NU*

Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the course of your employment in ways that have been explained to you
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed

Types of data we process

We hold many types of data about you, including:

- your personal details including your name, address/es, date of birth, email address, phone numbers
- your photograph
- gender
- marital status
- whether or not you have a disability
- information included on your CV including references, education history and employment history
- Occupations Health records including immunisation record, infection risk, basic medical history
- documentation relating to your right to work in the UK
- documentation relating to professional bodies you are registered/licenced with
- driving licence
- next of kin

How we collect your data

We collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview. Further information will be collected directly from you when you complete forms at the start of your employment, for example, your bank and next of kin details. Other details may be collected directly from you in the form of official documentation such as your driving licence, passport or other right to work evidence.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Personal data is kept in personnel files or within the Company's HR and IT systems.

Why we process your data

The law on data protection allows us to process your data for certain reasons only:

- in order to perform the employment contract that we are party to
- in order to carry out legally required duties
- in order for us to carry out our legitimate interests

- to protect your interests and
- where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data.

We need to collect your data to ensure we are complying with legal requirements such as:

- carrying out checks in relation to your right to work in the UK and
- making reasonable adjustments for disabled employees.

We also collect data so that we can carry out activities which are in the legitimate interests of the Company. We have set these out below:

- making decisions about who to offer employment to
- making decisions about salary and other benefits
- assessing training needs
- dealing with legal claims made against us
- in performance of our duties as a Designated Body
- in performance of our Sponsorship Duties (UKVI)

If you are unsuccessful in obtaining employment, we will seek your consent to retaining your data in case other suitable job vacancies arise in the Company for which we think you may wish to apply. You are free to withhold your consent to this and there will be no consequences for withholding consent.

Special categories of data

Special categories of data are data relating to your:

- health
- sex life
- sexual orientation
- race
- ethnic origin
- political opinion
- religion
- trade union membership and
- genetic and biometric data.

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

- you have given explicit consent to the processing
- we must process the data in order to carry out our legal obligations
- we must process data for reasons of substantial public interest
- you have already made the data public.

We will use your special category data:

- for the purposes of equal opportunities monitoring

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law. However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time. There will be no consequences where consent is withdrawn.

Criminal conviction data

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment should you be successful in obtaining employment. We use criminal conviction data in the following ways:

- a factor contributing to an assessment of your fitness to practice
- We rely on the lawful basis of: performing the employment contract that we are party to, to process this data.

If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not be able to process, or continue with (as appropriate), your application.

Sharing your data

Your data will be shared with colleagues within the Company where it is necessary for them to undertake their duties with regard to recruitment. This includes, for example, the HR department, those in the department where the vacancy is who are responsible for screening your application and interviewing you, the IT department where you require access to our systems to undertake any assessments requiring IT equipment.

In some cases, we will collect data about you from third parties, such as employment agencies.

Your data will be shared with third parties if you are successful in your job application. In these circumstances, we will share your data in order to obtain references as part of the recruitment process and also to obtain a criminal records check. Once employed, your data will be shared with Client Hospitals and the GMC in order to carry out our legitimate interests.

We do not share your data with bodies outside of the European Economic Area.

Protecting your data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such. Staff are required to comply with our data transfer policy and must adhere to our confidentiality policy.

Where we share your data with third parties, we provide written instructions to them to ensure that your data are held securely and in line with GDPR requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

How long we keep your data for

In line with data protection principles, we only keep your data for as long as we need it for and this will depend on whether or not you are successful in obtaining employment with us.

If your application is not successful and we have not sought consent or you have not provided consent upon our request to keep your data for the purpose of future suitable job vacancies, we will keep your data for 6 months once the recruitment exercise ends.

If we have sought your consent to keep your data on file for future job vacancies, and you have provided consent, we will keep your data for 1 year once the recruitment exercise ends. At the end of this period, we will delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent.

If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

Automated decision making

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

Your rights in relation to your data

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
- the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
- the right to portability. You may transfer the data that we hold on you for your own purposes
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact Dr Stephen Agoston.

Making a complaint

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

Data Protection Officer

The Company's Data Protection Officer is Dr Stephen Agoston. He can be contacted on 01905 617611.