



BFC RECRUITMENT APPLICATION FORM

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London, E3 3YD
Tel: +44 02039165408
Email: admin@bfcrecruitment.com
Website: www.bfcrecruitment.com

JOB APPLICATION FORM

Job Title:	
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1. PERSONAL DETAILS

First Name:	
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Second Name:	
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Date of Birth:	
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Email:	
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Phone:	
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Address:	
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Post Code:	
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Do you hold a full driving licence valid in the UK?	Yes		No	
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2. PREFERABLE SHIFTS

Please choose your preferred shifts. (We like our workers to be willing to work flexibly across the week)

*Please tick which days you are available to work:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Days							
Nights							

3. EDUCATION/QUALIFICATIONS

Grade	Qualification	Date Obtained



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Please use the space below to give details of any training or non-qualification-based development which is relevant to the post and supports your application.

Training Course	Course Details (include length of course/nature of training)

Current member of any professional body/organisation Please give details:



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4. EMPLOYMENT HISTORY

1. Current/Most recent Employment: Please include any previous experience (paid or unpaid), starting with the most recent first

Employer	
Address	
Postcode	
Position	

Date Started:		Leaving Date:	
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Reason for leaving:

Duties:	
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2. Previous Employment:

Employer	
Address	
Postcode	
Position	

Date Started:		Leaving Date:	
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Reason for leaving:

Duties:	
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5. CONVICTIONS/ DISQUALIFICATIONS

* To ensure the safety of our clients an Enhanced DBS check must be completed for all positions. If a check is returned and reveals any information, this will be discussed with the applicant. The Management will decide as to whether the offer of employment should be withdrawn.

Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986

We would draw your attention to the following statement:-

"Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, obliged to disclose information about any convictions which for other purposes would be regarded as 'spent' under the provisions of the Act". Failure to disclose such convictions could result in dismissal or disciplinary action by the employing organisation. Any information given will be confidential and considered only in relation to any post to which the conviction applies.

Have you ever received or had pending, a court conviction in the UK or overseas?

If yes please give details.

Yes	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Are you aware of any Police enquiries undertaken following allegations made against you in the UK or overseas?

If yes please give details.

Yes	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Are you subject to any fitness to practice conditions, or have you been suspended or dismissed from any job?

Yes		No	
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If “yes” please give details in the space below.

If appointed, when could you start? Give a period of notice if applicable.

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6. REFERENCES (Most recent first)

Please give the details of two references. We will take up professional references once you have been interviewed and provisionally offered a post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not provide any family members or people you live with as referees.

Name	
Relationship	
Company Name	
Address	
Contact Number	
Email	



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Name	
Relationship	
Company Name	
Address	
Contact Number	
Email	



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7. BANK DETAILS

Will you be working as 'Pay as You Earn' (PAYE), or paid through a Limited or Umbrella Company? Please give the details of your Ltd or Umbrella Company provider (if applicable). Ltd Company workers will need to provide copies of the certificate of incorporation and VAT registration certificate.

PAYE	<input type="checkbox"/>	Ltd Company	<input type="checkbox"/>	Umbrella Company	<input type="checkbox"/>
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Name			
Name of Account Holder			
Account Number			
Address of bank			
Sort Code		Post code	

National Insurance Number	
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P45 enclosed?	yes	<input type="checkbox"/>	no	<input type="checkbox"/>	P46 Requested?	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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8. WORKING TIME REGULATIONS

The Working Time Regulations 1998 state that you are unable to work more than an average of 48 hours per week (calculated over 17 weeks) unless agreed with the BFC Recruitment Staff that this limit should not apply.

BFC Recruitment wishes to have an agreement with you, which will apply until terminated by notice:

- The average 48-hour work limit will not apply to you.
- This agreement may be terminated by yourself by giving BFC Recruitment 2 weeks' written notice.

If you accept this proposal, please sign below. This section of the application form will then be a record of this agreement between you and BFC Recruitment.

Signed:		Date:	
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9. DECLARATION

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

NAME:	
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Signed:		Date:	
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Equal Employment Opportunities Monitoring Questionnaire

Confidential

BFC Recruitment provides equal opportunities to all our employees and will ensure that no job applicant or employee receives less positive treatment, especially on the grounds of sex, race, colour, nationality, ethnic origin, marital status, disability, sexuality, age, religious belief, political belief, trade union activity, responsibility for dependants, HIV status or employment status.

In addition, the information will form part of the employment record for the successful applicant and will be used by BFC Recruitment for later equal opportunities monitoring purposes throughout employment. If a prospective employee does not start employment the declaration will be kept for no longer than necessary and it will be destroyed.

This form is not made available to those conducting the recruitment interview.

Please complete the questionnaire below.

Sex:	Male		Female	
Date of birth:				
Marital Status:	Single	Married	Divorced	Other
Ethnic origin:	<i>Individuals should identify with which one of the categories they most closely associate themselves, having regard to their ethnic or cultural background.</i>			
White - Scottish:	White - British:	White - Irish:		
White - Other (please specify):				
Black - Caribbean:	Black - African:			
Black - Other (please specify):				
Indian:	Pakistani:	Bangladeshi:	Chinese:	
Asian: Other (please specify):				
Any other Ethnic Group (Please specify):				

Post applied for:

Name:		Signature:	
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Job Reference:		Date:	
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Do you have any religious Beliefs:		
Yes	No	
If "Yes" Please state your religion below:		
Muslim		
Christian		
Jewish		
Hindu		
Other (Please state here):		

What is your Sexual Orientation:
Straight
Gay
Bi-sexual
Lesbian
Prefer not to say
Other (Please state below)

Equal Opportunities Policy

Statement of Policy and Purpose of Policy

1. **BFC Recruitment Inc. Ltd** (the Employer) is committed to equal opportunities for all staff and applicants.
2. Our policy is that all employment decisions are based on merit and the legitimate business needs of the organisation. The Employer does not discriminate based on race, colour or nationality, ethnic or national origins, sex, gender reassignment, sexual orientation, marital or civil partner status, pregnancy or maternity, disability, religion or belief, age or any other ground on which it is or becomes unlawful to discriminate under the laws of England, Wales and Scotland (referred to as Protected Characteristics).
3. we intend to enable all our staff to work in an environment which allows them to fulfil their potential without fear of discrimination, harassment or victimisation. The Employer's commitment to equal opportunities extends to all aspects of the working relationship including:
 - recruitment and selection procedures.
 - terms of employment, including pay, conditions and benefits.
 - training, appraisals, career development and promotion.
 - work practices, conduct issues, allocation of tasks, discipline and grievances.
 - work-related social events; and
 - termination of employment and matters after termination, including references.
4. This Policy is intended to help the Employer achieve its diversity and anti-discrimination aims by clarifying the responsibilities and duties of all staff with respect of equal opportunities and discrimination.
5. The principles of non-discrimination and equal opportunities also apply to how staff treat visitors, clients, customers, suppliers and former staff members.
6. This is a statement of policy only and does not form part of your contract of employment. This Policy may be amended at any time by the Employer, at its absolute discretion.

Who is Responsible for Equal Opportunities?

1. Achieving an equal-opportunity workplace is a collective task shared between the Employer and all its staff. This Policy and the rules contained in it therefore apply to all staff of the Employer irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, homeworkers and fixed-term staff and any volunteers or interns (referred to as Staff).



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2. The board of directors of the Employer has overall responsibility for this Policy and for equal opportunities and discrimination law compliance in the workplace and the Office Manager has been appointed as the person with day-to-day operational responsibility for these matters.

3. All Staff have a personal responsibility to ensure compliance with this Policy, to treat colleagues with dignity at all times and not to discriminate against or harass other members of Staff, visitors, clients, customers, suppliers and former staff members. In addition, Staff who take part in management, recruitment, selection, promotion, training and other aspects of career development (referred to as Managers) have special responsibility for leading by example and ensuring compliance.

4. Managers must take all necessary steps to:

- promote the objective of equal opportunities and the values set out in this Policy;
- ensure that their own behaviour and those of the Staff they manage comply in full with this Policy;
- ensure that any complaints of discrimination, victimisation or harassment (including against themselves) are dealt with appropriately and are not suppressed or disregarded.

What is Discrimination?

- Discrimination occurs in different ways, some more obvious than others. Discrimination on the grounds of any of the Protected Characteristics is prohibited by law, even if unintentional unless a particular exception applies.

Direct Discrimination

- Direct Discrimination is less favourable treatment because of one of the Protected Characteristics. Examples would include refusing a woman a job as a chauffeur because you believe that women are not good drivers or restricting recruitment to persons under 40 because you want to have a young and dynamic workforce.

- Direct discrimination can arise in some cases even though the person complaining does not actually possess the Protected Characteristic but is perceived to have it or associates with other people who do. For example, when a person is less favourably treated because they are (wrongly) believed to be homosexual or because they have a spouse who is Muslim.

Indirect Discrimination

- Indirect discrimination arises when an employer applies an apparently neutral provision, criterion or practice which in fact puts individuals with a particular Protected Characteristic at a disadvantage, statistically and this is unjustified. To show discrimination the individual complaining also has to be personally disadvantaged. An example would be a requirement for job candidates to have ten years' experience in a particular role, since this will be harder for young people to satisfy. This kind of discrimination is unlawful unless it is a proportionate means of achieving a legitimate aim.

Victimisation

- Victimisation means treating a person less favourably because they have made a complaint of discrimination or have provided information in connection with a complaint or because they might do one of these things.

Harassment

- Harassment is defined as unwanted conduct related to a relevant Protected Characteristic (within the Equality Act 2010) which has the effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

- Unlawful harassment may involve conduct of a sexual nature or it may be related to age, race, colour or nationality, ethnic or national origins, sex, gender reassignment, sexual orientation, disability, religion or belief, pregnancy or maternity.

- Harassment can arise in some cases even though the person complaining does not actually possess a Protected Characteristic but is perceived to have it (for example, when a person is harassed because they are (wrongly) believed to be homosexual) or associates with other people who possess a Protected Characteristic (for example, because they have a spouse who is Muslim).

- A person may also be subject to harassment even if they were not the intended target. For example, a person may be harassed by a sexist joke about a different gender if it created an offensive environment for them to work in.

Harassment may include:

- use of insults or slurs based on a Protected Characteristic or of a sexual nature or other verbal abuse or derogatory, offensive or stereotyping jokes or remarks;
- physical or verbal abuse, threatening or intimidating behaviour because of a Protected Characteristic or behaviour of a sexual nature;
- unwelcome physical contact including touching, hugging, kissing, pinching or patting, brushing past, invading personal space, pushing grabbing or other assaults;
- mocking, mimicking or belittling a person's disability, appearance, accent or other personal characteristics;
- unwelcome requests for sexual acts or favours; verbal sexual advances, vulgar, sexual, suggestive or explicit comments or behaviour;
- repeated requests, either explicitly or implicitly, for dates;
- repeated requests for social contact or after it has been made clear that requests are unwelcome;
- comments about body parts or sexual preference;
- displaying or distributing offensive or explicit pictures, items or materials relating to a Protected Characteristic or of a sexual nature;
- shunning or ostracising someone, for example, by deliberately excluding them from conversations or activities;
- 'outing' or threatening to 'out' someone's sexual orientation (ie to make it known);
- explicit or implicit suggestions that employment status or progression is related to toleration of, or acquiescence to sexual advances, or other behaviour amounting to harassment;
- racists, sexist, homophobic or ageist jokes, and stereotypical or offensive remarks;
- deliberately undermining or sabotaging a person's work or performance because of a Protected Characteristic;
- bullying, abusive or intimidating behaviour based on a Protected Characteristic;
- denigrating a person's religion or beliefs or non-belief by, for example, criticism or ridicule of beliefs, practices or religious dress or requirements;
- spreading malicious rumours or gossip about a person based on a Protected Characteristic; or
- abusing, undermining or excluding a person because they are married to or in a civil partnership with a person of a particular sex or gender reassignment.

Review of This Policy

1. The board of directors of the Employer will keep this Policy under review.

2. The Employer encourages Staff to comment on this Policy and suggest ways in which it might be improved or ask any questions if they are unsure about any part of this Policy or how it is applied by contacting the Office Manager.



10. WORK HEALTH DECLARATION

PLEASE NOTE: If you falsify any information on this form or fail to mention anything relating to your health which may later come to light, you may be liable for disciplinary action including immediate suspension.

You are required to complete the Health Self Declaration Assessment below which must be signed and returned to BFC Recruitment & Consultancy Services Ltd before the start date.

1. Do you have any illness/impairment/disability (physical or psychological) which may affect your work, your health, safety and welfare, or that of others?

Yes No

If yes, please give details:

2. Have you ever had any illness/impairment/disability which may have been caused or made worse by your work?

Yes No

If yes, please give details:

3. Are you having, or waiting for treatment (including medication) or medical investigation at present?

Yes No

If yes, please give details:

4. Do you think you may need any adjustments or assistance to help you to do the job?

Yes No

If yes, please give details:



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5. Do you have any of the following?

- A cough which has lasted for more than 3 weeks
- Unexplained weight loss
- Unexplained fever
- Tuberculosis (TB) or been in recent contact with open TB

Yes No

If yes, please give details:

As a health professional, you are under ethical and legal duties to protect the health and safety of the individuals in your care. All the provided information will be processed in accordance with the requirements of the Data Protection Act.

Nursing and Allied Professionals Only:

- Have you ever had a Hepatitis B test in the last 5 years?
- Can you provide documented evidence of immunity to measles, mumps and rubella?
- Have you had a BCG vaccination in relation to Tuberculosis? Have you ever had chickenpox/varicella?

Yes No

If yes, please give details:



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**Please provide the following details of your immunisation record:
If yes please provide the details:**

	YES	NO	DATE
Covid-19			
Tetanus			
Diphtheria			
Poliomyelitis			
Hepatitis A			
Hepatitis B (showing titre levels >100 mIU/ml)			
Rubella (German Measles)			
Varicella			
BCG (Tuberculosis Vaccination)			

***I confirm that all of the information provided regarding my declaration of health and immunisation record is true to the best of my knowledge and I will endeavour to inform BFC Recruitment of any changes in my health circumstances that may affect my ability to work.**

Name:		Signature:	
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Date:	
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Please tell us how you heard about this vacancy:

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APPLICATION CHECKLIST:

To ensure that we can register and clear you as quickly as possible please use the following checklist to ensure that you have all the documents required:

1. BFC Recruitment application form (Fully completed)
2. DBS No (Update service)
3. One Photo ID
4. Two Proof of Address
5. Details of 2 referees - current and past employers including e-mail addresses
6. Evidence of the right to work in the UK
7. Original/Certified Registration certificates, professional qualifications, memberships of proof bodies
8. NMC Pin
9. Latest CV
10. Occupational Health Questionnaire
11. Proof of professional indemnity cover (Qualified Staff)
12. Agency worker handbook declaration

Annual Training Certificates:

1. Basic Life-support
2. Manual Handling

Original Documents:

We are required to verify all original documents.

We will scan any original documents that you bring. If you bring copies, we require a copy of each page, i.e. for passports and travel documents, a copy should be taken of the document's front cover and any page containing the holder's details. You should copy any page that provides details of nationality, your photograph, date of birth, signature, date of expiry or biometric details.

PLEASE RETURN THE FORM WITH THE REQUIRED DOCUMENTS

THANK YOU

