

03 – 02 IMT MEDICAL TRANSPORT LIMITED RECRUITMENT APPLICATION DOCUMENT (V10) 2022

Please read the following details before completing this questionnaire.

- ❖ This questionnaire will be used by IMT Medical Transport Limited to determine your suitability for the position you have applied for. All considerations of UK GDPR and the Data Protection Act alongside confidentiality will be considered at all times in respect of the information we hold and manage on applicants.
- ❖ Please be aware that a criminal record check will be requested in the event of a successful application for this role, however we would like to state that a criminal record will not necessarily be a bar to obtaining employment within IMT Medical” (there is certain criteria where this may be exempt).
- ❖ IMT Medical Transport Limited operates a zero-tolerance policy on any matters regarding discrimination and applies these procedures throughout all stages of employment.
- ❖ Information on the completed recruitment application form and supporting documents are treated under the terms of Data Protection Legislation and Medical Confidentiality Guidelines.
- ❖ By signing this application form, you hereby give IMT Medical Transport Limited permission to undertake checks and searches about you that are relevant to any regulatory checks that may be taken against us. You are also confirming that the details of this application form have been made by yourself and are true and correct.
- ❖ Applicants are made aware that our statement of intent supports applications and is available on request or via our Policy 03 – 01 Disclosure and Barring.
- ❖ All documents being submitted must be originals – photocopies are not considered.
- ❖ It is a pre-employment requirement to any offer of employment that checks are mandatory for all staff in regard to:
 - Disclosure and Barring Service (Enhanced and Regulated).
 - A full employment history and 2 references including competence, personal qualities, disciplinary record with the most recent employer being one of the referees.
 - Registration and qualification (if necessary) with the professional body for registration i.e. HCPC, that you are registered with and fitness to practice and alert notice checks (Checks will be made against this qualification and the recruitment statement sets out further details).
 - Verification of ID (2 colour originals) and location ID verification (addresses for past 5 Years minimum).
 - Right to work in the UK.
 - Driver qualification and Licence.

Personal Details		
Full Title and Name		
Full Address		
Telephone Number	Home:	Mobile:
E-mail Address		
National Insurance Number		
Proof of Right to Work in the UK.	Passport Number/Other: Date and Place of Issue:	
Details of Position applied for		
Job Title		
Location		

Professional Qualifications	Add CV to support application only
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Please add any relevant information such as PA Nr for Paramedics etc.

Employment History	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Current Company</td> <td style="width: 15%;">Start Date</td> <td style="width: 15%;">End Date</td> <td style="width: 45%;">Role</td> </tr> </table>	Current Company	Start Date	End Date	Role
Current Company	Start Date	End Date	Role		

For full employment history where possible, use additional information sheet if required. (In line with policy, where employment gaps are identified further checks must be undertaken by the MD and 1 other person.)

NOTICE PERIOD: _____			
Company	Start Date	End Date	Role
Company	Start Date	End Date	Role
Company	Start Date	End Date	Role
Company	Start Date	End Date	Role
Company	Start Date	End Date	Role

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, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject disclosure to employers, and cannot be taken into account

In addition you are required to submit to a Disclosure and Barring Service check. Any disclosure made by the DBS will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? **YES / NO** (delete as required) if yes then please provide details of this on a separate sheet.

Convictions	Please provide details in the section below in answer to the questions.
Have you ever been charged with or convicted of a criminal offence, been bound over or cautioned, reprimanded or given a final warning, or are you currently the subject of any police investigation, which might lead to a conviction, an order binding you over or a caution in the UK or any other country?	
Please list any criminal convictions (including motoring offences) that have not been spent under the Rehabilitation of Offenders Act.	
Please declare whether you have been cautioned or convicted of an offence as listed in Schedule 1 of the Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997.	
Please declare whether you have been disqualified from the practice of a profession, been removed from the register or had conditions made on your registration by the fitness to practice committee of a licensing or regulatory body in the UK or any other country?	
Please declare whether you are currently the subject of a fitness to practice investigation or proceedings by a licensing or regulatory body relating to health / social care professionals in the UK or in any other country?	
Have you ever been dismissed by reason of misconduct from any previous employment, office or other position?	
Special Attention Requirements	
This will assist in making any necessary reasonable adjustments.	

References	
<p>Please supply the full names and addresses of two references, one of which must be related to a management position of your previous employment.</p>	

Signature: _____

Print Name: _____

Dated: _____

Please forward all completed application forms to:

Recruitment
 IMT Medical Transport Limited
 Number One
 Link Road Depot
 Link Road
 HUYTON
 L36 6AP

or

E-Mail: recruitment@imtmedical.co.uk

Office use only - Document Check List:

YES / NO

Disclosure and Barring Service (Enhanced and Regulated).	Date of DBS	<input type="text"/>
Employment history and 2 references in line with statement including competence, personal qualities, disciplinary record.		<input type="text"/>
Registration and qualification (if necessary) with the professional body for registration i.e. HCPC, that you are registered with and fitness to practice and alert notice checks.		<input type="text"/>
Verification of ID (2 colour originals) and location ID verification (addresses for past 5 Years minimum).		<input type="text"/>
Right to work in the UK. (Note document type)		<input type="text"/>

ADDITIONAL INFORMATION

Empty rectangular box for additional information.