

# CI HEALTHCARE

Omega House, 22 Cornet Street, St Peter Port, Guernsey, GY1 1LF

Tel: 01481 234485 Email: [recruitment@cihealthcare.co.uk](mailto:recruitment@cihealthcare.co.uk)

[www.cihealthcare.co.uk](http://www.cihealthcare.co.uk)

## CONFIDENTIAL: APPLICATION FOR EMPLOYMENT

APPLICATION FOR THE POST OF:  
BASE HOME:

Surname:

First Names:

Address:

Email:

Telephone No.

Mobile Telephone No.

**EDUCATION AND TRAINING:** (please include dates)

Schools:

Qualifications:

College/University:

Qualifications gained

Qualified Staff

GNC/UKCC Reg. No.

Registration Date:

Revalidation Date:

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

Any other information relevant to your application (for example, skills, languages, reasons for suitability)

*(Please use a separate sheet if necessary)*

*Browhill Nursing Home, Chateau Du Village Nursing Home,  
Coolderry House Residential Home, Green Oaks Nursing Home*

# CI HEALTHCARE

Omega House, 22 Cornet Street, St Peter Port, Guernsey, GY1 1LF

Tel: 01481 234485 Email: [recruitment@cihealthcare.co.uk](mailto:recruitment@cihealthcare.co.uk)

[www.cihealthcare.co.uk](http://www.cihealthcare.co.uk)

## **EMPLOYMENT HISTORY:** (please include dates)

Present Employer:

Current Job Description/Role:

Current Remuneration/salary

Notice Required:

Reason for leaving/changing current employment:

Previous Employers – Please list in date order including dates and reason for leaving.

Job Description:

## **Referees: I consent to you contacting referees (Yes/No)**

1. Present/Last Employer

2. Previous Employer / Other

Name:

Name:

Address:

Address:

Contact number: or email

Contact number: or email

*Browhill Nursing Home, Chateau Du Village Nursing Home,  
Coolderry House Residential Home, Green Oaks Nursing Home*

# CI HEALTHCARE

Omega House, 22 Cornet Street, St Peter Port, Guernsey, GY1 1LF

Tel: 01481 234485 Email: [recruitment@cihealthcare.co.uk](mailto:recruitment@cihealthcare.co.uk)

[www.cihealthcare.co.uk](http://www.cihealthcare.co.uk)

Have you ever been convicted of a criminal offence? Please disclose details. Any information provided will remain confidential.

Do you hold a current Driving License and/or your own transportation?

Do you have any holidays booked?

Is there anything concerning your medical history or state of health that is relevant to your application?

Do you have local or open market housing qualifications?

Please make us aware of any shifts you would not be able to work below

Mon/Tues/Weds/Thurs/Fri/Sat/Sun

Morning/Afternoon/Night

Signature of Applicant:

Date:

Where did you hear about this vacancy?

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not contracting me or for immediate termination of employment at any point in the future if I am contracted. I authorize the verification of any or all information listed above.

I have read and understand the CI Healthcare Privacy Notice and my right to request to withdraw my personal data at any time.

Signed

Date

# CI HEALTHCARE

Omega House, 22 Cornet Street, St Peter Port, Guernsey, GY1 1LF  
Tel: 01481 234485 Email: [recruitment@cihealthcare.co.uk](mailto:recruitment@cihealthcare.co.uk)  
[www.cihealthcare.co.uk](http://www.cihealthcare.co.uk)

## Privacy Notice

Your data will be held securely and in accordance with The Data Protection (Bailiwick of Guernsey) Law, 2017 and GDPR

CI Healthcare uses TT Payroll (TT) and Fusion Care Solutions (Fusion) to process employee data. The data you submit to CI Healthcare may be transferred to TT/Fusion if your application is successful for the purposes of: establishing the human resources and payroll record; completing the recruitment process or parts of the process; or for reporting purposes such as complying with Guernsey Population Management Legislation.

If you apply for a job at CI Healthcare your data will be transferred to the Manager or Deputy Manager of the Home to which you are applying. Managers may copy and hold some or all of this data locally in their own systems to facilitate their administration of the recruitment exercise, however should your application be unsuccessful, it will be retained for no longer than 30 days from your application. If you are successful this data will be processed as detailed above and retained during the course of your employment.

You have the right to withdraw or request for your data to be deleted from our system at any time. The process to do so, is to request this in writing to [recruitment@cihealthcare.co.uk](mailto:recruitment@cihealthcare.co.uk).

As part of our recruitment process, CI Healthcare processes personal data and sensitive personal data as described in the The Data Protection (Bailiwick of Guernsey) Law 2017 to support the recruitment process to vacancies that complies with employment and safeguarding best practice.

Personal data is data that relates to an identifiable living person ('data subject').

Special Category (Sensitive) personal data relates to:

- Race or ethnicity
- Political opinions
- Religious or similar beliefs or other beliefs
- Trade Union Membership
- Health Data
- The commission or alleged commission of an offence, or proceedings or sentence relating to offences or alleged offences.

As part of employee screening, you will be required to complete an Enhanced DBS Police Check, which is required as a legitimate interest under the safeguarding provisions we are required to undertake.

We will not sell or share your information for marketing purposes.

We will not transfer your personal data outside of the European Economic Community Area.

We reserve the right to disclose your personal information to comply with applicable laws and government or regulatory bodies' lawful requests for information.

We take the security of your personal information very seriously and have appropriate physical, technical and administrative procedures in place to help protect your personal information from unauthorised access, use or disclosure as required by law in The Bailiwick of Guernsey.

*Browhill Nursing Home, Chateau Du Village Nursing Home,  
Coolderry House Residential Home, Green Oaks Nursing Home*