



York Teaching Hospital
NHS Foundation Trust

PEOPLE FOR PATIENTS

OUR PEOPLE, OUR PATIENTS, OUR PRIORITY.

Recruiting now



Thank you for your interest in York Teaching Hospital NHS Foundation Trust.

Our Staff Nurse application form can be found below.

Please return your completed form to: generic.allocations@york.nhs.uk

On receipt of your application a member of our Nursing Recruitment Team will contact you (on the number provided on your application form) to discuss the next steps in the recruitment process.

*Please Note: Any calls you receive from the Nursing Recruitment Team may appear as an unknown/private number.

Nurse - Application Form

This form is to be completed by Registered and Pre-registered Nurses who wish to apply for a role at York Teaching Hospital NHS Foundation Trust.

Please indicate the area you are interested in working in on the form. If you are not yet sure where you would like to work at the Trust please contact us to discuss. Alternatively if you would like any further information or to arrange an informal visit please email the Recruitment Team at the email address below and we would be happy to assist you.

The completed application form should be sent to: generic.allocations@york.nhs.uk.

By submitting this form you are providing consent for this information to be transferred to TRAC (our online recruitment on-boarding system). Once your form is submitted you will be contacted by the Recruitment Team to arrange an interview.

Please note all Nurses will be guaranteed an interview at the Trust.

Part A. Personal details – To be completed by applicant

Full Name (including Title):			
Home Address:			
Email Address:			
Date of Birth:		NI Number:	
Telephone Number:	Mobile:	Home:	
Immigration Status: Are you a UK/EEC Citizen?	<input type="checkbox"/> Yes		<input type="checkbox"/> No – Please provide Immigration details:
Please tick the box that applies to you:	Registered Nurse		Pre-Registered Nurse
Area of interest (if known): e.g. Acute Medicine, Elderly etc. Please state your top three preferences			
Hours Wanted: (Please Note: the minimum hours required is 15 hours per week)			

Employment History

Please record below the details of your most recent nursing employment history

Have you ever worked for the NHS?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer Name			
Employer Address			
Your Job Title			
Start Date (MM/YYYY)		End Date (MM/YYYY)	
Reason for leaving (if applicable)			

Part B. References

Please provide the names and full contact details (including emails) of your current/previous employer.

Referee 1

Type of Reference	<input type="checkbox"/> Employer	<input type="checkbox"/> Educational	<input type="checkbox"/> Personal
Title			
Surname/Family Name		First Name	
Relationship			
Employer Name			
Referee Job Title			
Address			
Post Code			
Telephone Number		Country	
Email		Fax	

Referee 2

Type of Reference	<input type="checkbox"/> Employer	<input type="checkbox"/> Educational	<input type="checkbox"/> Personal
Title			
Surname/Family Name		First Name	
Relationship			
Employer Name			
Referee Job Title			
Address			
Post Code			
Telephone Number		Country	
Email		Fax	

Have you spent more than 6 months overseas during the last 5 years?	
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Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The organisation aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. The organisation undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

You are required to declare all current 'unspent' criminal convictions or cautions (including reprimands and final warnings). You are not required to disclose convictions or cautions which have become 'spent'.

As part of assessing your application, organisations will only take into account relevant criminal record and other information declared which is relevant to the position being applied for.

Answering 'yes' to the question below: will not necessarily bar you from appointment. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances.

Are you currently bound over or do you have any current 'unspent' convictions or cautions (including reprimands or warnings) that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?

Yes

No

If Yes, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing. You do not need to tell us about parking offences.

Part C. Applicants declaration

Declaration

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation.

I agree to the above declaration

Name:

Date;

INFORMATION GOVERNANCE

Fair Processing: Employee Information

What is a Fair Processing Notice?

The Trust is required to publish on its external website a Fair Processing Notice.

A Fair Processing Notice details to the public and service users why we hold the information that we do about them, the instances when this information can be shared, and the legal basis for the sharing.

Employee Fair Processing Notice

Your personal information – what you need to know

Electronic Staff Record

On commencement of employment with the Trust, your personal data will be uploaded to the Electronic Staff Record (ESR). ESR is a workforce solution for the NHS which is used by the Trust to effectively manage the workforce leading to improved efficiency and improved patient safety.

- Staff should be fully informed about how their information may be used
- There are strict conditions under which personal data may be disclosed
- Certain disclosures are not permitted without the express consent of the individual
- Individuals have the right to see what information is held about them, and to have any errors corrected
- Personal information should be anonymised wherever possible
- The legitimate use, disclosure or sharing of personal data does not constitute a breach of confidentiality
- Sharing of personal data between organisations can take place with appropriate safeguards
- Sometimes a judgement has to be made about the balance between the duty of confidence and disclosure in the public interest. Any such disclosure must be justified
- Personal data should be kept secure and confidential at all times.

Why We Collect Information about You

The Trust needs to collect information from you to:

- Ensure that you are paid your salary
- To monitor your well-being and progression
- For Staff Benefits Purposes (for example where an employee has a lease car, or participates in a purchase of equipment scheme).
- To keep a record of your employment history
- To ensure that the Trust complies with its statutory and regulatory obligations
- For accounting, auditing and records purposes
- To ensure your Pension is administered
- For Business management and planning purposes
- For Crime prevention and prosecution of offenders
- Sharing and matching of personal information for national fraud initiative

What Does That Information Include?

In order to carry out our activities and obligations as an employer we handle data in relation to:

- Personal demographics (including gender, race, ethnicity, sexual orientation, Religion)
- Contact details such as names, addresses, telephone numbers and Emergency contact(s)
- Employment records (including professional membership, references and proof of eligibility to work in the UK and security checks)
- Bank details
- Pension details
- Medical information including physical health or mental condition (occupational health information)
- Information relating to health and safety
- Trade union membership
- Offences (including alleged offences), criminal proceedings, outcomes and sentences
- Employment Tribunal applications, complaints, accidents, and incident details

What if the Data You Hold about Me is Incorrect?

It is important that the information we hold about you is kept up to date. If the information we hold about you is incorrect let us know by informing your manager, completing a payroll change form or update your details using Employee Self Service.

Do You Share That Information With Anyone?

We will not routinely disclose any information about you without your express permission. However, there are circumstances where we must or can share information about you owing to a legal/statutory obligation.

We may obtain and share personal data with a wide variety of other bodies, which may include but is not limited to:

- Her Majesty's Revenue and Customs (HMRC)
- Disclosure and Barring Service
- Home Office
- Child Support Agency
- Central government, government agencies and departments
- Other local authorities and public bodies
- Ombudsman and other regulatory authorities
- Courts/Prisons
- Financial institutes for e.g. banks and building societies for approved mortgage references
- Credit Reference Agencies
- Utility providers
- Educational, training and academic bodies
- Law enforcement agencies including the Police, the Serious Organised Crime Agency
- Emergency services for e.g. The Fire and Rescue Service
- Auditors
- Department for Work and Pensions (DWP)
- The Assets Recovery Agency
- Relatives or guardians of an employee where there is a legal duty to do so

What is the National Fraud Initiative?

NHS England is required to protect the public funds it administers. It may share information provided to it with other bodies responsible for; auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud.

The Cabinet Office is responsible for carrying out data matching exercises.

Data matching involves comparing computer records held by one body against other computer records held by the same or another body to see how far they match. This is usually personal information. Computerised data matching allows potentially fraudulent claims and payments to be identified. Where a match is found it may indicate that there is an inconsistency which requires further investigation. No assumption can be made as to whether there is fraud, error or other explanation until an investigation is carried out.

We participate in the Cabinet Office's National Fraud Initiative: a data matching exercise to assist in the prevention and detection of fraud. We are required to provide particular sets of data to the Minister for the Cabinet Office for matching for each exercise, as detailed here. The use of data by the Cabinet Office in a data matching exercise is carried out with statutory authority under Part 6 of the Local Audit and Accountability Act 2014. It does not require the consent of the individuals concerned.

How Do I Know That My Information Is Safe?

We take our duty to protect your personal information and confidentiality very seriously and we are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible, whether computerised or on paper. Staff that have access to information about individuals need to use it effectively, whilst maintaining appropriate levels of confidentiality.

Subject Access

Under the General Data Protection Regulation, you have a right to access the information held about you. For Subject Access Requests relating to employment records, contact the HR Team. Subject Access Request Forms can be found: [Subject Access Request Forms: https://www.yorkhospitals.nhs.uk/contact_us/freedom_of_information/](https://www.yorkhospitals.nhs.uk/contact_us/freedom_of_information/)

Further Information can be obtained from the Information Commissioner's Office: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/subject-access-request/>