

# Application Pack for Freelance Nurse/Midwife Interviewing


[www.natcen.ac.uk](http://www.natcen.ac.uk)

**Head Office**

35 Northampton Square  
London EC1V OAX  
Telephone 020 7250 1866  
Fax 020 7250 1524

**Operations Department**

Kings House  
101-135 Kings Road, Brentwood  
Essex CM14 4LX  
Telephone 01277 200 600  
Fax 01277 214 117



## **NatCen Policy Statement on the recruitment of people with a criminal record**

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, NatCen complies fully with the CRB Code of Practice and undertakes to treat all applicants for freelance field worker assignments fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- NatCen is committed to the fair treatment of its field workers, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- The nature of our work means that freelance interviewers and survey nurses may be offered assignments of work to be carried out in private homes, schools and other institutions, and their respondents may include children and vulnerable adults, and we also acknowledge a duty of care to such respondents.
- As Disclosure forms part of the recruitment process for freelance interviewers and nurses, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is supplied in a separate sealed envelope addressed to *Mary Holmden, Operations Standards Coordinator* at NatCen returned with their application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person concerned before withdrawing any conditionally offered assignment of work.

### **Having a criminal record will not necessarily bar you from working with us.**

This will depend on the nature of the assignments offered and the circumstances and background of your offences.

The Nacro Resettlement Plus Helpline on 020 7840 6464  
or at [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) provides advice to ex-offenders.

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Registered Scottish Charity: Number SC038454

**Name** .....

**Address** .....

.....

.....

**Date** .....

Because of the nature of the assignments freelance workers are requested to disclose details of any criminal records. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to joining our freelance panel.

**Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?**

Yes      No

If Yes please give details of offences, penalties and dates.

.....

.....

**Are you aware of any police enquiries undertaken following allegations made against you which may have a bearing on your suitability for freelance assignments**

Yes      No

If Yes please give details

.....

.....

All information given is regarded as confidential and will be treated in accordance with the provisions of the Data Protection Act 1998.

## EQUAL OPPORTUNITIES MONITORING FORM

NatCen has a strict equal opportunities policy and we ask all applicants to complete this form by placing a cross “x” in the appropriate boxes to help us monitor its effectiveness. The information you supply is used solely for this purpose and forms no part of our selection procedure. The HR Unit will detach this page from your application on receipt.

**1. What is your Gender?**

male  
or, female

**2. What is your ethnic group?**

Please choose one section from A to E, then tick the appropriate box to indicate your cultural background

**A) White:**

British  
Irish

Any other White background (please state): .....

**B) Mixed:**

White and Black Caribbean  
White and Black African  
White and Asian

Any other Mixed background (please state): .....

**C) Asian or Asian British:**

Indian  
Pakistani  
Bangladeshi

Any other Asian background (please state): .....

**D) Black or Black British:**

Caribbean  
African

Any other Black background (please state): .....

**E) Chinese or other ethnic group**

Chinese

Any other ethnic group (please state): .....

**3. Do you have a disability?**

A disability is a physical or mental impairment that has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities, e.g. by affecting mobility, manual dexterity, speech, hearing, seeing or memory.

I do not have a disability  
I have a disability

If yes, what adjustments do you feel are necessary in order for you to be able to carry out the tasks of this job?

.....  
.....

**4. What is your age?**

.....

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**For office use only**

Ref number:

Advert number:

## APPLICATION FORM FOR FREELANCE NURSE / MIDWIFE INTERVIEWER

This application form will be treated as a Confidential (level 2) document once completed. The document, as well as the information provided, will be treated in accordance with the Data Protection Act and the NatCen Information Security procedures.

Title .....

Forename .....

Surname .....

Known as .....

Email .....

Date of Birth .....

Email Address .....

Post Applied For .....

Department applied for .....

Date .....

For the purpose of meeting our commitment to Equal Opportunities, pages 2-5 of the application form will be detached by the Quality Control Unit and a reference number allocated before the selection process commences. Once the identifying information has been removed, the document will become a Commercial in Confidence (level 1) Information Security level document

**Please note that we are unable to consider CVs as part of an application form.  
Only use the space provided on this form.**

## APPLICATION FORM FOR FREELANCE NURSE / MIDWIFE INTERVIEWER

### Section 1 – Personal details

**Home address** .....

.....  
.....

**Postcode** .....

.....

**Phone:** day ..... eve ..... mobile .....

Do you have the right to work in the UK and supporting documentation? Yes No

Do you have a permanent National Insurance Number? Yes No

Do you have a landline telephone? Yes No

**How did you hear about this position?** (please tick and state)

Newspaper? Yes No If yes, which paper? .....

Internet site? Yes No If yes, which internet site? .....

Referral? Yes No If Yes, please give the full name of referral person .....

Other (e.g. RCN Diary)? (please specify) .....

### Section 2 – Availability

When are you willing and available to work? Please tick **all** which apply.

Please note that evening (18:00 onwards) and weekend availability is essential.

Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday		
Morn	Aft	Eve	Morn	Aft	Eve	Morn	Aft	Eve	Morn	Aft	Eve	Morn	Aft	Eve	Morn	Aft	Eve	Morn	Aft	Eve

**Do you hold a full, current driving licence?** Yes No

**Do you have sole use of a motorised vehicle?** Yes No

**If Yes, please indicate what type of vehicle** .....

**On average, how many miles are you willing to travel per day?** (please state)

**In which geographical areas (towns/cities) are you willing to work?**

.....  
.....  
.....

### Section 3 – Employment History

Please give details of your employment history starting with your current or latest job dating back a minimum of five years. Continue on a separate sheet if necessary.

From (mm/yy)	To (mm/yy)	Job title and brief description of the role (please indicate part-time or full-time)	P/T or F/T	Name and Location of employer	Reason for leaving

### Section 4 – Education and qualifications

From (mm/yy)	To (mm/yy)	School / college attended starting with most recent	Qualifications gained

## Section 5 – Professional Qualifications

Professional qualifications obtained	Training establishment	Date obtained

### Details of major gaps in education / employment history

Please give any reasons for gaps in employment and/or education of 3 months or more including travel and unemployment

From (mm/yy)	To (mm/yy)	Reason for gap

## Section 6 – Phlebotomy

### Have you used any of the following when taking blood?

Sarstedt 'monovette' system	Yes	No
Vacutainer system	Yes	No
Needle & syringe	Yes	No
Butterfly needle	Yes	No

### During the past 6 months how many times on average have you taken blood?

Once a week or more often	Every two to three weeks
About once a month	Less than once a month
Have not taken blood in the past 6 months	

### Section 7 – Further Information

NMC Pin No ..... Expiry Date .....

**Are you at present under a caution from a professional body  
(e.g. NMC) or suspended from practice?**

Yes No

If Yes, please specify .....

What is your most recent working nurse grade? .....

Have you been immunised against Hepatitis B? Yes No

If no, would you be willing to be immunised against Hepatitis B? Yes No

### Section 8 – Additional Information

Please explain your reason for applying and you are invited to add any further information relevant to the post

## Section 9 – References

Please give referee contact details for education and/or employment covering the previous five years. **If you have taken blood regularly in the past 6 months, one of your referees needs to confirm your ability to do so.** If you have not worked or been in education for the full period we will accept personal references (excluding family members). Please see enclosed leaflet for further details. Please note that offers of work may be withdrawn if an unsatisfactory reference is received.

**1. Name** ..... Telephone no. ....  
 Email ..... Fax no. ....  
 Organisation ..... Position .....  
 Period of reference covers: From ..... To .....  
 Type of reference (please tick one):      Professional    Personal    Educational  
 Address .....  
 ..... Postcode .....  
 Can this person confirm your ability to take blood?    Yes    No

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**2. Name** ..... Telephone no. ....  
 Email ..... Fax no. ....  
 Organisation ..... Position .....  
 Period of reference covers: From ..... To .....  
 Type of reference (please tick one):      Professional    Personal    Educational  
 Address .....  
 ..... Postcode .....  
 Can this person confirm your ability to take blood?    Yes    No

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**3. Name** ..... Telephone no. ....  
 Email ..... Fax no. ....  
 Organisation ..... Position .....  
 Period of reference covers: From ..... To .....  
 Type of reference (please tick one):      Professional    Personal    Educational  
 Address .....  
 ..... Postcode .....  
 Can this person confirm your ability to take blood?    Yes    No

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May we approach your present employer for a reference?    Yes    No

Please send your completed application form to:  
 Field Recruitment Team, Kings House, 101 - 135 Kings Road, Brentwood, Essex CM14 4LX  
 or email it to: [fieldrecruitment@natcen.ac.uk](mailto:fieldrecruitment@natcen.ac.uk)