**Supplementary Application Form for ACL/ACF Recruitment 2019**

**Post Applied for:**

Academic Clinical Lecturer

Academic Clinical Fellow

**Please indicate your area of specialty:**

Medicine

Dentistry

**Proposed Academic Supervisor**

**Please indicate your proposed research centre.**

Centre for Public Health

Centre for Cancer Research and Cell Biology

Centre for Experiential Medicine

Centre for Medical Education

**School of Medicine, Dentistry & Biomedical Sciences Closing Date**

**4 pm, Thursday 28 February 2019**

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| Title :  Surname/Family name  Correspondence Address | Forename(s) (in full) : Preferred forename |

**Other Information**

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| **Confidential Disclosure of Criminal Convictions** |

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| Information about criminal convictions is requested to assist the selection process.  Below you are required to declare any previous criminal convictions. This information will be treated in a confidential manner and will be considered as part of the shortlisting for the position  Failure to provide correct information may affect your application. If an applicant is found to have withheld information about criminal convictions it may lead to dismissal.  **Do not include those that would be considered 'spent' under the terms of the Rehabilitation of Offenders Order (NI) 1978** | | |
| **DATE** | **CONVICTION** | **TYPE OF SENTENCE** |
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| **Statement of Disclosure** |
| We would encourage you to provide a statement of disclosure below providing any further information you feel may be relevant, such as the particular circumstances leading to the offence and why an employer should disregard the conviction. |
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| **Your nationality – country pertaining to nationality**  **Are you a United Kingdom (UK) national?** |

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| **Data Protection Act 2018** |
| A Privacy Notice addressed to applicants for Academic Clinical Lecturers (ACL) and Academic Clinical Fellows (ACF) posts is available on the School of Medicine, Dentistry & Biomedical Sciences webpage. This privacy notice Alternatively you may email [pgoffice.smdb@qub.ac.uk](mailto:pgoffice.smdb@qub.ac.uk) to request a copy. This Privacy Notice tells you why we need to collect personal information about you, what we will do with it, and how we will look after it. It also tells you about your legal rights in relation to your Personal Data during the application and appointment process.  Trainees who are employees/staff of the University should also refer to the **University’s Staff Privacy Notice** at in relation to how we collect and use your personal data as a member of staff.  Please ensure you read the privacy notice prior to submitting your application. |
| **Fitness to Practice** |
| **It is vitally important that you read, understand and answer the questions asked in this section by ticking each box. Please read the notes below carefully before completing this part of the form.**  If you require further information, please contact the recruiting organisation that you are applying to. All enquiries will be treated in strict confidence.  We aim to promote equality of opportunity and are committed to treating all applicants for positions fairly and on merit regardless of race, gender, marital status, religion, disability, sexual orientation or age. We undertake not to discriminate unfairly against applicants on the basis of criminal conviction or other information declared.  The position you have applied for has been identified as a regulated activity within the terms of the **Safeguarding Vulnerable Groups Act (2006),** as amended by the **Protection of Freedoms Act (2012)** and is eligible for an enhanced criminal records check (**Access NI in Northern Ireland**) under the provisions of the **Police Act 1997** (Criminal Records) Regulations (as amended). The enhanced criminal record check will, where appropriate to the role, also include any information which may be held against the barred lists for working with children and / or adults.  Before you can be considered for appointment in a position of trust as a trainee in this position we need to be satisfied about your character and suitability.  The position you have applied for is exempt from the **Rehabilitation of Offenders Act 1974**. This means that you must declare all criminal convictions, including those that would otherwise be considered ‘spent’, under this Act, unless they are considered protected.  Answering ‘yes’ to any of the questions below will not necessarily bar you from an appointment. This will depend on the nature of the position for which you are applying and the particular circumstances.  Prior to making a final decision concerning your application, we shall discuss with you any information declared by you that we believe may have a bearing on your suitability for the position. If we do not raise this information with you, this is because we do not believe that it should be taken into account. You still remain free, should you wish to discuss the matter with the interviewing panel. As part of assessing your application, we will only take into account relevant criminal record and other information declared.  This Declaration Form and any information provided relating to a positive declaration will be kept securely and in confidence, and access to it will be restricted to designated persons within the recruiting organisation and other persons who need to see it as part of the selection process and who are authorised to do so. If successfully appointed to a training post, this information may be passed to designated persons in your first or lead employing organisation and any organisations through which you rotate.  Please answer the following questions. If you answer “YES” to any of the questions, please provide full details by email to [hr.nimdta@hscni.net](mailto:hr.nimdta@hscni.net). Please mark the email “CONFIDENTIAL”. Emails should be received no later than the submission deadline for applications.  If you would like to discuss what effect any previous convictions, police investigations or fitness to practise proceedings taken or being taken either in the UK or by an overseas licensing or regulatory body might have on your application, you may contact to [hr.nimdta@hscni.net](mailto:hr.nimdta@hscni.net) |
| 1. Are you currently bound over, or do you have any convictions or cautions (including warnings and reprimands) which are not deemed ‘protected’ under the amendment to the Exceptions Order 1975, issued by a Court or Court Martial in the United Kingdom or in any other country? N.B. You do not need to tell us about parking offences but other driving offences must be declared (excluding fixed penalty points).      1. Have you been charged with any offence in the United Kingdom or in any other country that have not yet been disposed of?   **Please note: You are reminded that if you are appointed to a training post or programme, you will have a continuing responsibility to inform your employer(s) and the Postgraduate Dean of any new criminal convictions, police investigations or fitness to practise proceedings that arise in the future. You do not need to tell us if you are charged with parking offences but other driving offences must be declared (excluding fixed penalty points).**     1. Are you aware of any current NHS Counter Fraud and Security Management Service (CFSMS) investigation following allegations made against you?      1. Have you been investigated by the Police, NHS CFSMS or any other Investigatory Body resulting in a current conviction or dismissal from your employment or volunteering position?   Investigatory bodies include: Local Authorities, Customs and Excise, Immigration, Passport Agency, Inland Revenue, Department of Business, Innovation and Skills, Department of Work and Pensions, Security Agencies, Financial Service Authority, *or any successor bodies to the above*. Note: This list is not exhaustive and you must declare any investigation conducted by an Investigatory Body.   1. Have you ever been dismissed by reason of misconduct from any employment, volunteering, office or other position previously held by you?      1. Have you ever been disqualified from your practice of a profession or required to practise subject to specified limitations/conditions/warnings following fitness to practise proceedings by a regulatory or licensing body in the United Kingdom or in any other country?      1. Are you currently the subject to any investigation or fitness to practise proceedings by any licensing or regulatory body in the United Kingdom or in any other country?      1. Are you subject to any other prohibition, limitation or restriction that means we are unable to consider you for any position for which you are applying?      1. Do you know of any other matters in your background which might cause your reliability or suitability for employment to be called into question?     **If you have answered “YES” to any of the questions, please provide full written details, including dates and outcomes, and email the details to** [**hr.nimdta@hscni.net**](mailto:hr.nimdta@hscni.net)**. Please indicate clearly which questions you have answered yes to when sending the email. Please mark the email as “CONFIDENTIAL”.** |

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| **Other Information** |

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| Date of Birth | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| National Insurance Number | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | *To enable the University to determine your Right to Work status, please state your nationality below:* |
| Nationality | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | *In accordance with the University’s equal opportunities policy the University would like to ensure that candidates, regardless of disability, can participate fully in the selection process. If you consider yourself to have, or to have had a disability and require an specific arrangements to be put in place should you be invited for interview, please specify an such arrangements below:* |
| Specific Arrangements  Do you hold a current driving licence, valid in the UK? | Yes / No |

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| **Declaration**  I certify that, to the best of my knowledge, the information which I have given is true and complete. I accept that, if I have supplied any false statements or have withheld any relevant information, any offer of employment can be withdrawn or an accepted appointment can be cancelled. In addition to the referees quoted, I understand that the University, NIMDTA or relevant HSC Trust reserves the right to make such further enquiries on my candidature as it deems appropriate including any unspent civil or criminal convictions.  I confirm that I have read University’s privacy notice addressed to applicants for Academic Clinical Lecturer and Academic Clinical Fellow posts and understand how my personal information will be used during the application process, and if successful, through the appointment process.  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |