

## Application Pack: Bellspire Group

For Clinical and Non-Clinical Candidates

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### FULL APPLICATION PACK TEMPLATE

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#### 1. Cover Page

##### **Bellspire Group**

Empowering Excellence in Health and Care

##### **Candidate Application Pack**

Role: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

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#### 2. Introduction to Bellspire Group

Welcome to Bellspire Group. We are committed to providing outstanding clinical and non-clinical services across healthcare sectors. This application pack is a vital step in ensuring that all our staff meet the high standards required for our services.



##### ADDRESS.

6-9, The Square, Stockley Park,  
Uxbridge, United Kingdom, UB11, 1FW



##### CONTACT.

+44 20 3355 7710



##### WEBSITE.

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

Please complete all sections in full. Incomplete applications may result in delays in processing.

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### 3. Position Applied For

Job Title: \_\_\_\_\_

Department: Clinical | Non-Clinical

Location (if applicable): \_\_\_\_\_

Full-Time Part-Time Bank Staff

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### 4. Personal Information

#### Field

#### Response

Full Name :

Date of Birth :

Gender :

National Insurance Number :

Email Address :

Phone Number :

Address :

Emergency Contact (Name) :

Emergency Contact (Phone) :

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### 5. Clinical / Non-Clinical Role Specification

#### For Clinical Applicants:

- NMC / GMC / HCPC Registration No: \_\_\_\_\_
- Professional Body: \_\_\_\_\_
- Clinical Specialty / Skills: \_\_\_\_\_
- Do you have experience in:  
Hospitals | Care Homes | Community Care
- Mandatory Training Completed:  
BLS | Manual Handling | Infection Control  
(Certificates to be attached)



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**For Non-Clinical Applicants:**

- Role Type: Admin | Domestic | Porter | Catering | Other: \_\_\_\_\_
  - Key Skills (tick all that apply):  
IT Systems | Scheduling | Inventory Management | Reception
- 

**6. Qualifications & Certifications**

Qualification / Certificate Institution Date Completed Grade / Level

(Attach scanned copies of certificates)

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**7. Employment History (Last 5 years or more)**

Most Recent Job

- Employer: \_\_\_\_\_
- Role: \_\_\_\_\_
- Dates From: \_\_\_\_\_ To: \_\_\_\_\_
- Responsibilities: \_\_\_\_\_
- Reason for Leaving: \_\_\_\_\_

(Repeat for up to 3 previous roles or attach CV)

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**8. Professional References**

(At least one must be your most recent employer)

**Reference 1**

- Name: \_\_\_\_\_
- Job Title: \_\_\_\_\_
- Organisation: \_\_\_\_\_
- Email: \_\_\_\_\_
- Phone: \_\_\_\_\_



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### Reference 1

- Name: \_\_\_\_\_
  - Job Title: \_\_\_\_\_
  - Organisation: \_\_\_\_\_
  - Email: \_\_\_\_\_
  - Phone: \_\_\_\_\_
- 

### 9. Health Declaration & Immunization

- Do you have any medical conditions that may affect your role? Yes No  
If yes, please provide details: \_\_\_\_\_
  - COVID-19 Vaccination: Yes No
  - Hepatitis B: Completed In Progress Not Started
  - TB Screening: Yes No  
(Attach immunization record if applicable)
- 

### 10. DBS / Background Check Consent

- Do you have a valid Enhanced DBS? Yes No
- DBS Number (if known): \_\_\_\_\_
- Consent to a new check if required: Yes No

Signature for Consent: \_\_\_\_\_

Date: \_\_\_\_\_

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### 11. Right to Work (UK or Other Country)

- Are you legally eligible to work in this country? Yes No
- Type of Documentation:  
Passport  
Biometric Residency Permit  
Visa  
Other: \_\_\_\_\_  
(Copies to be attached)



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## 12. Declarations

I declare that the information I have provided is true and complete to the best of my knowledge. I understand that false statements may disqualify me from employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### Attachments Required (Checklist)

- ☐ CV / Resume
- ☐ Photo ID (Passport or Driving License)
- ☐ Proof of Address (utility bill, bank statement)
- ☐ Qualifications and Certificates
- ☐ Immunization Record (for clinical roles)
- ☐ DBS Certificate (if held)
- ☐ Right to Work Documentation



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