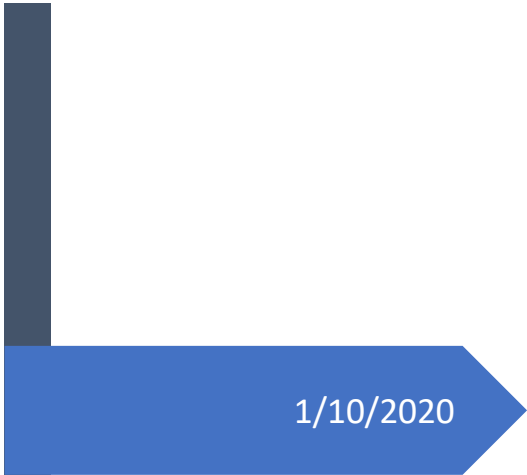
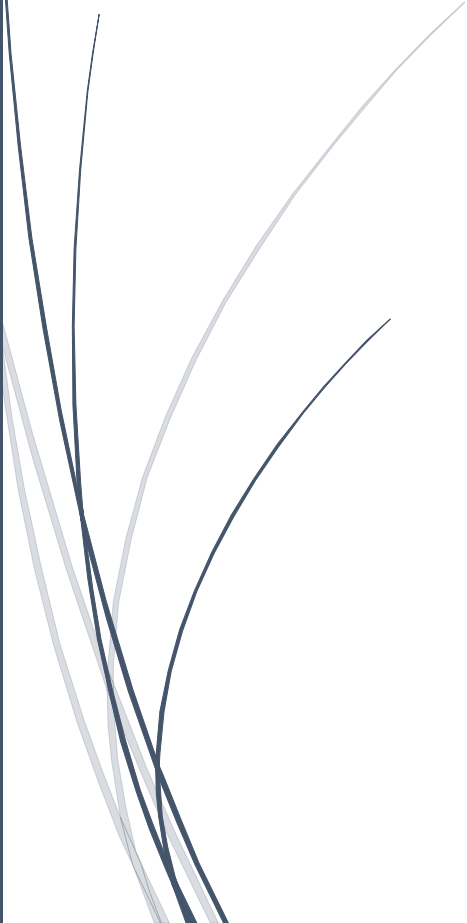


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1/10/2020

Personal reflection

Several thin, curved lines in dark blue and light grey originate from the bottom left corner and sweep upwards and to the right.

Maria Curagau
1817135

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Introduction

The purpose of this essay is to reflect on the role play referring to Gibbs model of reflection. This model is analysing what was good and what could be better. Also, I will reflect on my career development, planning and demonstrating an understanding of the skills and knowledges which contribute toward working effectively and my readiness for employment. I will analyse my personal strengths and weaknesses, about self-motivation referring to the quiz attached on Appendix. Although I will explain Jahary Window theory and how can I apply it to myself. I will establish my employment goals and to create a personal development plan for improving employability skills and knowledges. In the end I will attach all the documents required.

Reflection on the role play (Gibbs)

Reflective writing – is usually when you reflect on a situation that happen in the past. The person reflects on the importance and the impact of this experience. Is like a feedback that you analyse reflecting on how this affected your and how you could do to change the outcomes or what lessons you drowned from that experience.

The most appropriate mode of reflection is Gibbs model that has the intention to learn from previous experience. This model is formed of six stages: description, feelings, evaluation, analysis, conclusion and action plan.

Description. In the second term I had to prepare a role play with one of my colleagues and for that we had to arrange a job interview as a worker in Health and Social Care. Everyone had to have a job description and a job application. The role play was in pair but in a group of six people. When the pair was presenting the other four people must give a feedback for those who were presenting. Our teacher was present as well observing all the process. Everyone was well prepared, and I think we all did well this task. The job I have chosen was a healthcare assistant in a hospital.

Feelings. In the day of the role play I was so nervous because I never had a kind of interview and I did not know how to control my fears and emotions event was a role play. I was trembling with emotions not because I was not ready for that but the simple thing that all the attention was focused on me and my friend. We were the second pair on our group and was easier after we sow an example before us. Before role play everyone was stressed but after that all felt relaxed and happy with the results.

Evaluation. I think that everything went well, everyone was well prepared. We had enough time to do the question and the answers and to practice before the day of the presentation. The only thing that I think I need to improve is to control the time was given and body language. In the moment of the interview I was not controlling my gestures and that, in a real interview, matters.

Analysis. This role play was a good experience for me because I never had a real interview before, and this gave me an idea how I need to act and to talk. I have learned from this experience that in an interview you need to be well prepared and to act naturally. You need to speak about your previous experience and about your skills. For the future job interview this will be an example how to prepare for it and how to act in similar situation. It is very important to do research about the company you want to work and to know how much possible about the job you are applying for. If you are well informed, then you have a good chance to be accepted for the job you are applying for.

Conclusion. In conclusion this role play was a benefit for us, and this gave us un idea about job interviews and the steps necessary for the preparation for it. I have learned a lot of useful things from this experience beginning with the search of a job, how to field a job application, how to understand a job description, how to act and how to speak in an interview. All my colleagues did well with this task. Is always place for a better result but because was for the first time, I can say that it was good but not perfect.

Action plan. If I will have the chance to repeat this kind of experience, I would be happy because in the end was a good exercise. What I could to do to have a better outcome? Maybe to practice more to speak in public and to gain confidence because you could fill in my voice that I was stressed, and my emotions were obvious. Another aspect that I need to improve is to control my body language because 90% in communication is non-verbal communication. A good outcome depend of the

audience you have, the place where is taking place the action, the background of your partner in a interview and other things that you cannot change, and for that you need to be well prepared for this kind of situation and to find a way to evolve. Every exercise has the objective to develop employability skills and academic skills. I intend to learn harder for achieving more knowledge's and to develop my employability skills so when I will want to find a job to be a good candidate and to apply for the job I want.

Personal development and learning

When I applied for university, I was motivated to do that for improving my skills and to achieve knowledges for my future jobs and for myself. I was not sure if I will succeed because of my lacking academic skills and because English was not my first language. I struggled a lot because of that but I had my family and my friend support, and this motivated me to come to university.

University life delivers to students both a social and an educational experience and it tries to enable you to develop appropriate skills (Morgan, 2017).

Is not enough to do a university but you need to be motivated and to make big efforts to achieve your goals and to gain knowledge's.

Self-motivation is the ability to do what needs to be done without influence from other people or situations (www.byssinesdictionary.com, 2020). Self-motivation is like a force that keeps to pushing us to go on to achieve, to develop and to move forward. For find how motivated I am I have done a self-motivation quiz that will be attached on the appendix. From that quiz I found that I am doing ok with on self-motivation but certainly I could achieve much more. For achieving what I want I must try to increase the motivation factors in all areas of my life. I need to prioritise my goals and to be more confident in all I do.

Johari window – sometimes we hide what we do not like about ourselves – and sometimes people do not tell us what we are really like because they do not want to offend us (Morgan, 2017).

This model reveals information according to what we know about ourselves and what other people know about us. In certain situations, and certain places, we act differently, and people might see you in different way. For example, at work people might see a different person from our family and friends because we keep some part of who we are hidden from others for different reasons. Is difficult to know what people think about you. You can ask them what they think but they might say something in generally in the feedback they give, or they might refuse to say something. For example, when I had a group presentation, I was so stressed and nervous but one of my colleague, after presentation said that I was calm, and my speech was naturally. Only a feedback from your co-workers or colleagues can reveal your true qualities or minuses.

A **SWOT** analysis is usually used to analyse yourself, to make a comparison between yourself with your colleagues and is good to find career growth chances. Making a SWOT analyse you can realise what goals you need to achieve comparing yourself with others. You can define what are your strengths and what opportunities you have. In this country we have a lot of opportunities to develop and to grow in our career, for that we just need motivation and desire.

My strengths are the ability to learn, responsible, discipline, patient, motivated and able to work under pressure. Weaknesses that struggling me to achieve my goals are my lack of confidence as a result of poor English skills, lack of experience because this is a new country were everting is different from my country. IT skills is another aspect that I need to improve because is difficult to write my assessments in an academic style. My personal fears now are time management, is difficult for me to manage my

time being busy at work and taking care of my kids I need to find time and for my assessment and studies. Another political fear is the Brexit and the changes that can happen after that. Because of my English lacking skills, I have the fear that finding a job will be a provocation me.

Employability goals and Personal Development plan.

Employability skills are the skills necessary for the workplace, but every job has a specific skill required for success. There are some examples of employability skills: leadership, IT skills, communication, problem solving and decision making, team working and good personal qualities. For finding a good job is not enough just employability skills but and personal transferable skills. These are behaviours that can occur and can develop in different situations in order to perform well (Morgan, 2017).

I still need to develop my employability skills and for achieving knowledge I will continue to study harder. First at all I need to continue to learn English, because this can be a barrier of communication at the workplace and for that I do ESOL classes for improving my communication and my English skills. The communication is a very important skill that employers are expecting from an employee. Nowadays employers are looking for people with a high level of IT knowledge because technology is evolving day by day and their employers need to be well prepared. I am still working on developing my IT skills at university we have a module that has the intention to give us the knowledge needed. Another skill I need to improve is team working because sometimes I prefer to work individually because of different reasons. Everyone is different and all have a different point of view and therefore the team fails. I prefer a success individually then a fail in a team. I still need to work on decision making skills as sometimes because of the lack of confidence I can hesitate to make the right decisions, and this can affect my employability.

For analysing and to define the employability goals is good to make a professional development plan where you can prioritise what goals you want to achieve and how do you intend to do that.

Professional development plan are the plans intended to develop those skills that are important for working place (Morgan, 2017). When you make plans, you can find the gap between where you are and where you want to be. There are several steps in developing a skill, first you need to identify the skill lacking in you, then you need to plan how you will achieve that and what resources or support you will need for that. You need to think what outcomes you will achieve and to select a time in achieving that. In the end you will have a clear idea what are your future steps in your career growth.

Conclusion

In conclusion this essay has the intention to reflect on the role play that was a job interview working in pairs and on the skills, we have and those that need to improve for a future career. I have used Gibbs model of reflection because this was easier for me to understand. Also, I found how motivated I am and what I know about my self and what the others think about me using Johary window. I have found the employability goals and I made a professional development plan in achieving the skills I need for the workplace.

References

1. Morgan Peter, the business student`s guide to study and employability. 2017, Sage Publication
2. www.byssinesdictionary.com, 2020

Appendix

<u>Strengths:</u> • Able to study • Motivated • Responsible • Discipline • Patience • Able to work under pressure	<u>Weakness</u> • Lack of experience • English skills • IT skills • Lack of confidence • Shay person
<u>Opportunities</u> • To have a degree • To develop personal skills • To meet new people and new culture • Enhancing education • To utilise skills in different way	<u>Threats</u> • Time management • Brexit • Assessments • Difficulties in finding a job

Development plan

NAME:	Maria Curagau	Student NUMBER:	1817135
COVERING THE PERIOD FROM:	October 2019	TO:	May 2020

This record sheet is for your guidance only - you may present your development plan in any other format.

Planned outcome

Where do I want to be by the end of this period? What do I want to be doing? (This may be evolutionary or "more of the same".)

What do I want/need to learn?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion
Digital skills	• to apply for an IT course	• financial • laptop • mobile phone	Certificate for IT course	October-December
Employment skills	• level 4 (health and social care)	• time • finances • support • learning skills • hard working skills	Certificate in Health and Social Care, Level 4.	June 2019-April 2020

What do I want/need to learn?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion
Driving licence	- To learn individually the theory - To take practical driving lessons - To gain confidence	- Time - Money - Patience - Confidence	Driving licence	January 2020-May 2020

Johari Window

	Known by self	Not know by self
Not known by others	Sensible Adaptable Reflective Nervous Modest Patient Organised Independent	Accepting Quiet Warm Shy Idealistic Calm
Known by others	Complex Introverted Sentimental Logical Calm Caring Powerful	Confident Relaxed Helpful Friendly Kind Loving Brave

How Self-Motivated Are You?

Taking Charge of Your Goals and Achievements

Are you motivated to achieve what you really want in life? And how hard do you push yourself to get things done?

Wanting to do something and motivating yourself to actually do it are two different things. So, what's the difference between those who never reach their goals, year after year, and those who achieve one goal after another? Often, it's their self-motivation.

Self-motivation is the force that keeps pushing us to go on - it's our internal drive to achieve, produce, develop, and keep moving forward. When you think you're ready to quit something, or you just don't know how to start, your self-motivation is what pushes you to go on.

With self-motivation, you'll learn and grow - regardless of the specific situation. That's why it's such a fundamental tool for reaching your goals, achieving your dreams, and succeeding, in this journey we call life.

So, how self-motivated are you? We've put together a short quiz to give you a better understanding of how self-motivated you are. After the quiz, we'll discuss some specific tips for improving your self-motivation, so that you can achieve still more in your life.

The Self-Motivation Quiz

Use the online test below and click the 'Calculate my total' button at the foot of the test.

© Mind Tools Ltd, 1995-2008.

Question	Not at all	Rarely	Some times	Often	Very Often
1 I'm unsure of my ability to achieve the goals I set for myself.	☐	☐	☐	☒	☐
2 When working on my goals, I put in maximum effort and work even harder if I've suffered a setback.	☐	☐	☒	☐	☐
3 I set goals and objectives to achieve my vision for my life.	☐	☐	☐	☒	☐
4 I think positively about setting goals and making sure my needs are met.	☐	☐	☐	☐	☒
5 I use rewards (and consequences) to keep myself focused. For example, if I finish my report on time, I allow myself to take a coffee	☐	☐	☒	☐	☐

	break.					
6	I believe that if I work hard and apply my abilities and talents, I will be successful.	☐	☐	☐	☒	☐
7	I worry about deadlines and getting things done, which causes stress and anxiety.	☐	☐	☐	☐	☒
8	When an unexpected event threatens or jeopardizes my goal, I can tend to walk away, set a different goal, and move in a new direction.	☐	☒	☐	☐	☐
9	My biggest reward after completing something is the satisfaction of knowing I've done a good job.	☐	☐	☐	☐	☒
10	I tend to do the minimum amount of work necessary to keep my boss and my team satisfied.	☐	☒	☐	☐	☐
11	I tend to worry about why I won't reach my goals, and I often focus on why something probably won't work.	☐	☒	☐	☐	☐
12	I create a vivid and powerful vision of my future success before embarking on a new goal.	☐	☐	☐	☒	☐
Total = 43						

Score Interpretation

Score	Comment
44-60	Wonderful! You get things done, and you don't let anything stand in your way. You make a conscious effort to stay self-motivated, and you spend significant time and effort on setting goals and acting to achieve those goals. You attract and inspire others with your success. Treasure this - and be aware that not everyone is as self-motivated as you are!
28-43	You're doing OK on self-motivation. You're certainly not failing - however, you could achieve much more. To achieve what you want, try to increase the motivation factors in all areas of your life. Read the relevant sections below, and work on them to strengthen your self-motivation.
12-27	You allow your personal doubts and fears to keep you from succeeding. You've probably had a few incomplete goals in the past, so you may have convinced yourself that you aren't self-motivated - and then you've made that come true. Break this harmful pattern now and start believing in yourself again. The tools and tips below will help you get back your motivation.

Interview Feedback Form

Date:

INTERVIEWEE: MARIA CUARAGAU INTERVIEWER: OXANA MOROZAN

SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor

	5	4	3	2	1	Comments
ARRIVAL, APPEARANCE & POISE						
Firmly shook hands of interviewer, smiled and greeted	☐	☒	☐	☐	☐	No
Maintained eye contact	☒	☐	☐	☐	☐	
Hand and facial movements were natural	☐	☒	☐	☐	☐	
Posture (sat up straight, etc.)	☐	☒	☐	☐	☐	
Displayed confidence	☒	☐	☐	☐	☐	
SKILLS PRESENTATION & DELIVERY						
Demonstrated knowledge about the company	☐	☒	☐	☐	☐	No
Aligned answers with the needs of the company	☐	☒	☐	☐	☐	
Demonstrated skills with examples	☒	☐	☐	☐	☐	
Acted in a polite manner	☐	☒	☐	☐	☐	
Answered questions in full and in a timely manner	☐	☒	☐	☐	☐	
Understood the position	☐	☒	☐	☐	☐	
Displayed enthusiasm	☐	☐	☒	☐	☐	
Focused on strengths; avoided weaknesses	☐	☒	☐	☐	☐	
Referenced specific items on CV	☒	☐	☐	☐	☐	
Emphasised qualifications	☐	☒	☐	☐	☐	
Asked appropriate questions of the interviewer	☐	☒	☐	☐	☐	
Spoke clearly and at a reasonable volume	☒	☐	☐	☐	☐	
Limited the use of filler words such as "um" or "like"	☒	☐	☐	☐	☐	
Did not talk negatively about previous employer(s)	☐	☐	☒	☐	☐	
OVERALL PREPARATION	☒	☐	☐	☐	☐	
POINTS AVAILABLE 100 POINTS EARNED _____ GRADE _____ %						

Interview Feedback Form

Date:

INTERVIEWEE: MARIA CUARAGAU INTERVIEWER: OXANA MOROZAN

SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor

	5	4	3	2	1	Comments
ARRIVAL, APPEARANCE & POISE						
Firmly shook hands of interviewer, smiled and greeted	☒	☐	☐	☐	☐	
Maintained eye contact	☒	☐	☐	☐	☐	
Hand and facial movements were natural	☐	☒	☐	☐	☐	
Posture (sat up straight, etc.)	☒	☐	☐	☐	☐	
Displayed confidence	☐	☒	☐	☐	☐	
SKILLS PRESENTATION & DELIVERY						
Demonstrated knowledge about the company	☐	☐	☐	☐	☐	
Aligned answers with the needs of the company	☒	☐	☐	☐	☐	
Demonstrated skills with examples	☐	☒	☐	☐	☐	
Acted in a polite manner	☒	☐	☐	☐	☐	
Answered questions in full and in a timely manner	☒	☐	☐	☐	☐	
Understood the position	☒	☐	☐	☐	☐	
Displayed enthusiasm	☒	☐	☐	☐	☐	
Focused on strengths; avoided weaknesses	☒	☐	☐	☐	☐	
Referenced specific items on CV	☐	☒	☐	☐	☐	
Emphasised qualifications	☒	☐	☐	☐	☐	
Asked appropriate questions of the interviewer	☒	☐	☐	☐	☐	
Spoke clearly and at a reasonable volume	☐	☒	☐	☐	☐	
Limited the use of filler words such as "um" or "like"	☒	☐	☐	☐	☐	
Did not talk negatively about previous employer(s)	☒	☐	☐	☐	☐	
OVERALL PREPARATION	☒	☐	☐	☐	☐	
POINTS AVAILABLE 100 POINTS EARNED _____ GRADE _____ %						

Date: 5/12/2019

INTERVIEWEE: MARIA CURAGAN INTERVIEWER: OXANA MOROZAN

SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor

	5	4	3	2	1	Comments
ARRIVAL, APPEARANCE & POISE						
Firmly shook hands of interviewer, smiled and greeted	☒	☐	☐	☐	☐	Natural start of the interview.
Maintained eye contact	☒	☐	☐	☐	☐	
Hand and facial movements were natural	☒	☐	☐	☐	☐	
Posture (sat up straight, etc.)	☒	☐	☐	☐	☐	
Displayed confidence	☐	☒	☐	☐	☐	
SKILLS PRESENTATION & DELIVERY						
Demonstrated knowledge about the company	☒	☐	☐	☐	☐	Prepared and engaged in conversation, good English, good examples of previous experience.
Aligned answers with the needs of the company	☒	☐	☐	☐	☐	
Demonstrated skills with examples	☐	☒	☐	☐	☐	
Acted in a polite manner	☒	☐	☐	☐	☐	
Answered questions in full and in a timely manner	☒	☐	☐	☐	☐	
Understood the position	☒	☐	☐	☐	☐	
Displayed enthusiasm	☐	☒	☐	☐	☐	
Focused on strengths; avoided weaknesses	☒	☐	☐	☐	☐	
Referenced specific items on CV	☒	☐	☐	☐	☐	
Emphasised qualifications	☐	☒	☐	☐	☐	
Asked appropriate questions of the interviewer	☐	☒	☐	☐	☐	
Spoke clearly and at a reasonable volume	☐	☒	☐	☐	☐	
Limited the use of filler words such as "um" or "like"	☒	☐	☐	☐	☐	
Did not talk negatively about previous employer(s)	☒	☐	☐	☐	☐	
OVERALL PREPARATION	☒	☐	☐	☐	☐	LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE INTERVIEW.
POINTS AVAILABLE 100 POINTS EARNED _____ GRADE _____ %						
						M. Moro

Date: _____

INTERVIEWEE: MARIA CURAGAN INTERVIEWER: OXANA MOROZAN

SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor

	5	4	3	2	1	Comments
ARRIVAL, APPEARANCE & POISE						
Firmly shook hands of interviewer, smiled and greeted	☒	☐	☐	☐	☐	
Maintained eye contact	☒	☐	☐	☐	☐	
Hand and facial movements were natural	☒	☐	☐	☐	☐	
Posture (sat up straight, etc.)	☒	☐	☐	☐	☐	
Displayed confidence	☒	☐	☐	☐	☐	
SKILLS PRESENTATION & DELIVERY						
Demonstrated knowledge about the company	☒	☐	☐	☐	☐	
Aligned answers with the needs of the company	☐	☒	☐	☐	☐	
Demonstrated skills with examples	☒	☐	☐	☐	☐	
Acted in a polite manner	☒	☐	☐	☐	☐	
Answered questions in full and in a timely manner	☒	☐	☐	☐	☐	
Understood the position	☒	☐	☐	☐	☐	
Displayed enthusiasm	☐	☒	☐	☐	☐	
Focused on strengths; avoided weaknesses	☒	☐	☐	☐	☐	
Referenced specific items on CV	☐	☒	☐	☐	☐	
Emphasised qualifications	☒	☐	☐	☐	☐	
Asked appropriate questions of the interviewer	☐	☒	☐	☐	☐	
Spoke clearly and at a reasonable volume	☒	☐	☐	☐	☐	
Limited the use of filler words such as "um" or "like"	☒	☐	☐	☐	☐	
Did not talk negatively about previous employer(s)	☒	☐	☐	☐	☐	
OVERALL PREPARATION	☒	☐	☐	☐	☐	LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE INTERVIEW.
POINTS AVAILABLE 100 POINTS EARNED _____ GRADE _____ %						
						M. Moro

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Job Description

1. Job Details

Job Title	Healthcare Assistant (Community)
Band	3
Directorate	Community
Base	Community Response and Rehabilitation Team
Hospital	Trust-wide

Essential Requirements

- NVQ Level 3 in appropriate subject (or on pathway) or equivalent qualification / experience
- Basic IT skills
- Good literacy and numeracy skills
- Previous experience / consolidation of practice as a HCA (evidence of knowledge attained at level 3 using the Qualifications and credit framework)
- Completion of a Trust or other HCA development programme.
- Ability to communicate with members of the public and health care providers
- Presents self as courteous, respectful and helpful
- Ability to work effectively under minimal supervision, as part of the multi-disciplinary team.
- Full UK driving license holder

Desirable Requirements

- Previous experience within speciality
- Venepuncture skills
- Competent in recording ECGs

2. Job Purpose

- To abide by Trust policies and procedures
- To assist the Registered Nurses or other registered health care practitioners in providing high quality patient care
- Maintain patients privacy and dignity at all times
- Be an effective part of the multi-disciplinary team contributing to the departmental objectives.
- Continue to develop and maintain competencies in nursing tasks to maintain high quality safe care.

3. Dimensions

- Contributes to the work of the department by working under minimal supervision of registered practitioners or assistant practitioners.

Job Evaluation Reference: linked to AFC/NAM/NUTH/TRT/025

- Will carry out delegated, repetitive, routine and familiar tasks.
- Have an awareness of normal parameters concerning patient / client wellbeing and report that which is out with normal parameters to the registered professional.
- Will plan and prioritise their own delegated work tasks and activities.
- Will carry out routine elements of assessment to enhance the patient / client journey, following an initial assessment by a registered practitioner.

4. Organisational Arrangements

Reports to: Sister / Charge Nurse

Accountable to: Sister / Charge Nurse

Professional accountable to: Nursing & Patient Services Director via Deputy Directors of Nursing

5. Knowledge, Training and Experience

- See essential requirements.
- Maintain and improve knowledge, skills and competence to ensure high standards of patient care.
- Be responsible for own development, identifying training needs, set personal objectives and attend appropriate training as agreed by line manager.
- Understand and be able to carry out reflective practice.
- Engage in Trust education and training relevant to role.
- Complete all required mandatory training

6. Skills

Communication and Relationships

- Visit patients in their own home or clinic environment in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding.
- Provide and receive routine messages accurately and in ways that are understood by the recipient, referring issues to the appropriate person where necessary. This could be face to face, written, verbal or by using the IT system.
- Reports to the nurse coordinating the team activities:
 - Information received from the patients, carers and members of the MDT
 - Information appropriate to the patients comfort and wellbeing.
- Maintain accurate timely records.
- Report any accidents or incidents as per Trust policy.
- Use the Trust computerised patient information system for entering or retrieving patient information and tracking notes.
- Ensure communication is consistent with legislation, policy and procedure.
- Ensure all patient related information is treated sensitively and adhering to the principals of confidentiality at all times.
- Follows all information governance guidance and policy.

2 of 6

Analytical and Judgemental skills required for the post

- Using appropriate assessment tools following set protocols assist the registered practitioner in the on-going assessment of patients' health and wellbeing needs.
- Initiate emergency action when required e.g. Cardiac arrest, Fire.
- Notify appropriate person regarding events or observations.
- May be first point of contact for a complaint, or incident ensure that it is reported in a timely manner.

Planning and Organisational skills required for the post

- Plans own work to understand, explain and perform care activities to meet the individuals health and wellbeing needs
- Will work on own initiative within their role remit planning and prioritising duties delegated by registered practitioner.

Physical Dexterity skills requirement

- Use electronic resources to input, save and retrieve information making use of SystemOne
- Undertake clinical activities maintaining competence, using appropriate equipment (these will be activities relevant to speciality) e.g. venepuncture, urinalysis, Blood pressure monitoring, blood glucose monitoring

7. Key Result Areas

Patient/Client Care

- Implement clinical care by supporting / providing the patient with all aspects of daily living providing individualised care and promoting independence. Understand the need for and use of appropriately identified aids e.g. hoists, special mattresses.
- Ensure privacy and dignity at all times.
- Understand why observations are taken and be able to take / record patients, pulse, blood pressure, respirations, temperature and any other observations. Recording them accurately.
- Respond and take action to common symptoms within agreed local protocols and guidelines pertinent to area of work.
- Recognise issues relating to safeguarding vulnerable children and adults and report any problems or concerns to the nurse in charge.
- Ensure Staff responsible for the patient kept informed of any changes patients' condition following visits.

Policy and Service Development

- Promote Health and Safety maintaining best practice in Health Safety and Security
- Contribute to the improvement of service by reflecting on own practice and that of others.
- Adhere to legislation, policies, procedures and guidelines both local and national.
- Actively engage in the Trust computerised system to improve patient care.
- Regularly attend team meetings and contribute positively to discussions about the improvement of patient care.
- Attend staff engagement meetings.
- Prevention and control of Health Care Associated Infections (HCAIs). Ensure the risk of infection to yourself, colleagues, patients, relatives and visitors is

minimised by:

- Being familiar with, and adhering to Trust policies and guidance on infection prevention and control.
- Attending Trust Induction Programmes and statutory education programmes in infection prevention and control.
- Including infection prevention and control as an integral part of your continuous personal / professional development.
- Taking personal responsibility so far as reasonably practicable, in helping ensure that effective prevention and control of health care acquired infection is embedded into everyday practice and applied consistently by you and your colleagues.

Financial and Physical Resources

- Contribute to effective stock control and maintenance where delegated.
- Exercise personal duty of care in the safe use and storage of equipment.
- Responsible for being environmentally aware, prudent and innovative in use of resources and energy.
- Be responsible for securing patients valuables and property as per Trust policy.
- Maintain safe environment with regard to Health and Safety, Clinical Governance and Risk Management.

Human Resources

- Conform to Trust Policies, Procedures and Guidelines.
- Comply with Dignity and Respect at work policy.
- Act in ways which support Equality and value Diversity.
- Maintain Health and Safety of self and others.

Management

- Will plan and prioritise own work tasks and activities.

Education

- Engage in lifelong learning and continuous skill development.
- Support registered staff who have students.
- Promote mutual respect for the contribution of all members of the team.
- Demonstrate own duties to new or less experienced staff.

Information Resources

- Maintains confidentiality as outlined within data protection policies.
- Uses IT and SystmOne appropriately to access and input patient information.

Research and Development

- Participate in audits and surveys relating to nursing practice or patient satisfaction.
- Participate in achieving Nursing Performance Indicators in relation to clinical assurance tool.
- May be expected to participate in clinical trials.

8. Freedom to Act

- Works under the direct or indirect supervision of a registered practitioner.
- Has the awareness and ability to address the basic needs of patients / clients.

Job Evaluation Reference: linked to AFC/NAM/NUTH/TRT/025

- Works within the Trust policy, procedures and guidelines.
- Responsible for maintaining a portfolio of continuing knowledge and skill development.

9. Effort and Environment

Physical

- Frequent moderate effort is required when undertaking the moving and handling of patients and objects in line with Trust guidelines
- Comply with annual updates.
- A combination of standing, walking bending and stretching is required throughout the shift.
- Driving skills are required in all weather conditions

Mental

- Frequent concentration is required and work patterns are frequently unpredictable with regular interruptions some requiring immediate response.
- Able to re prioritise work in order to accommodate unexpected demands and meet deadlines to maintain service delivery.
- When experienced will be expected to undertake several tasks at one time switching tasks throughout the shift.

Emotional

- Frequently be expected to nurse patients with life threatening illnesses, some of whom may be terminally ill.
- Work in challenging distressing situations whilst maintaining a professional approach.
- Support patients and relatives when faced with unwelcome news and life changing diagnoses.

Working Conditions

- Frequent exposure to highly unpleasant working conditions e.g. dealing with uncontained body fluids and difficult aggressive behaviour.
- Exposure to VDU screen.
- Adverse weather conditions e.g. snow, ice.

Author: E J Harris
Date: May 2013
Revised: August 2013

Agreed post holder..... Agreed Manager.....
Date..... Date.....

Job Evaluation Reference: linked to AFC/NAM/NUTH/TRT/025

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Person Specification

JOB TITLE: Healthcare Assistant (Community)

BAND: 3

SITE: Trust wide

REQUIREMENT	ESSENTIAL Requirements necessary for safe and effective performance of the job	DESIRABLE Where available, elements that contribute to improved/immediate performance in the job
KNOWLEDGE	- Ability to maintain and improve knowledge, skills and competence to ensure high standards of patient care. - Ability to carry out routine elements of assessment to enhance the patient / client journey, following an initial assessment by a registered practitioner. - Ability to meet basic care needs of patients - Understanding of confidentiality	Understanding of basic safeguarding
SKILLS	- Basic IT skills - Ability to be responsible for own development, identifying training needs, set personal objectives and attend appropriate training as agreed by line manager. - Ability to initiate emergency action when required e.g. Cardiac arrest, Fire. - Car driver / owner	Venepuncture skills
EXPERIENCE	- Ability to plan, prioritise own and delegated work tasks and activities. - Previous experience / consolidation of practice as a HCA (evidence of knowledge attained at level 3 using the Qualifications and Credit Framework)	
QUALIFICATIONS	- NVQ Level 3 in appropriate subject (or on pathway) or equivalent qualification / experience - Good literacy and numeracy skills - Completion of a Trust or other HCA development programme	
PERSONALITY / DISPOSITION	- Ability to communicate with members of the public and health care providers - Enthusiastic - Presents self as courteous, respectful and helpful - Ability to work effectively under direct supervision, as part of the multi-disciplinary team.	
CORE BEHAVIOURS	Alignment to Trust Values and Core Behaviours	- Evidence of understanding of Trust Business - Experience of working in the Trust Previously
PHYSICAL		Competent in physical skills e.g. recoding blood glucose etc.

CANDIDATE:
SIGNED BY:
DESIGNATION:

REFERENCE NO:
DATE:

NHS STANDARD APPLICATION FORM

Please fill in the application form below. Do not type/write using only capital letters and please remember to check it carefully, as once the form has been submitted it cannot be changed. If you wish to apply on-line you can do so at www.jobs.nhs.uk.

Please note that questions marked with an asterisk * are mandatory and therefore must be answered.

For Office Use Only
Online Reference Number:

APPLICATION FOR EMPLOYMENT WITH

Your Organisation Name here

APPLICATION FOR EMPLOYMENT

Details entered in this part of the form will be held by the recruiting employer. Access to this information will be withheld from the shortlisting panel. Please do not type/write using only capital letters, as this could lead to your application being automatically rejected. Please use the appropriate mixture of capital and lowercase letters in standard written text.

Job reference number	317-2019-41-009
Job title	Healthcare Assistant (Community)
Department	317 Community Resource Team

Personal Details

Title	Mrs.
*Surname/Family name	CLARAGAN
*First name	MARIA
Middle name	
Name in which you are registered with a professional body (if applicable)	—
UK national insurance number	ZT 49 30 32 B
Address	112 HEATH ROAD, ROMFORD
*Postcode/Zip code	RM 66 2H
*Country	UNITED KINGDOM
Home telephone number	

Mobile telephone number (only if UK registered)	07393182194	
NHS Jobs can send text messages to UK registered mobile for key activities associated with applications. Tick this box if you wish to receive updates by text message?	☐	
Work telephone number		
Preferred telephone number	☐ Home ☒ Mobile ☐ Work	
Your email address	MARIA CURAGAU@gmail.com	
*Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?		
☒ Yes ☐ No		
If you have answered 'No' above, you must answer these questions:		
Please select the category that relates to your current immigration status. This status will be subject to checking before interview.		
☐ Highly Skilled Migrant Programme/Tier 1 ☐ Post Graduate Doctors and Dentists ☐ Indefinite Leave to remain/enter ☐ Tier 5 Temporary Workers ☐ Work Permit/Tier 2 ☐ Dependant / Spouse visa ☐ Working Holiday Visa/Tier 5 Youth Mobility ☐ ☐ Clinical attachment visa ☐ Refugee ☐ Other, please specify below ☐ Tier 4 student ☐ Visitor		
Please supply details of any visa currently held:		
Visa number: Start date: (DD/MM/YY) Expiry date: (DD/MM/YY) Details of any restriction:		
Does your visa have a condition restricting employment or occupation in the UK?		
☐ Yes ☐ No		
Are you an NHS professional returning to practice?	☐ Yes	☒ No

APPLICATION FOR EMPLOYMENT

Details entered in this part of the form will be held by the recruiting employer and will be made available to the short-listing panel.

Job reference number	317-2019-41-009	Online reference number	AR-186-579-059
Job title	Healthcare Assistant (Community)		
Department	317 Community Resource Team		

Education & Professional Qualifications

All relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check.

Subject/Qualification	Place of study	Grade/result	Year obtained
Certificate in Health and Social Care	University of Wales Trinity Saint David	Level 4	2020
Philology	State University of Moldova	Romanian-French teacher	2008
Baccalaureate	Alexei Mateevici College Moldova	Baccalaureate	2005

Relevant Training Courses Attended

Please provide details regarding training courses that you have attended or currently undertaking, together with the date completed or to be completed by.

Course title	Training provider	Duration	Year completed
ESOL	Newham College	1 year	2019
First aid	Primary First Aid	2 months	2018

Membership of Professional Bodies

Please provide details regarding any relevant professional registrations or memberships. This information will be subject to a satisfactory check.

* Please indicate your UK Professional Registration status *
☐ I do not have the relevant UK professional registration status
☐ I have current UK professional registration relevant for this post
☐ UK professional registration required and applied for
☐ UK professional registration required but not yet applied for
☒ I am a student
☐ Not required for this post

If professional registration is not required then go to **Employment History**.

If you have answered 'I have current UK professional registration relevant for this post' then please enter the relevant details below.			
Professional body	Membership or registration type	Membership/Registration number	Expiry/renewal date
University of Wales	Student	1817135	05.05.2020
Trinity Saint Davis			

Employment History

Please record below the details of your full employment history beginning with your current or most recent first. If required, please provide additional information regarding your employment history within the 'Supporting Information' section.

Start date of continuous NHS service (if applicable) (MM/YYYY)	
Months since most recent employment ended (if applicable)	

Current/most recent employer (reference always required)

Employer name	BAYANIX LTD		
Address	150 Minories, London, EC3N 1LS		
Type of business	Interior Refurbishments	Telephone number	020 78711 330
Your job title	Painter		
Start date (MM/YYYY)	14.01.2019	End date (MM/YYYY)	—
Grade	Level 1	Salary	20,000 - 25,000
Reporting to (job title)		Period of notice	
Reason for leaving (if applicable)			
I am still working as a self employer in this company.			
Brief description of your duties and responsibilities			
Painting and decorating.			

Previous Employer 1

Employer name	
---------------	--

Address	112 Heath Road, Romford RM66LH		
Type of business		Telephone	
Your job title	Full time parent		
Start date (MM/YYYY)	19.10.2017	End date (MM/YYYY)	14.01.2019
Grade	Mum	Salary	—
Reporting to (job title)		Period of notice	
Reason for leaving (if applicable)			
My daughter went to a nursery and I was able to start working.			
Brief description of your duties and responsibilities			
Family Management Caring my two daughters and my husband. Cooking Organising stimulating activities for Cleaning children and assisting with homework Shopping Ensuring all relevant paperwork is filled and payments are made on time.			

Previous Employer 2

Employer name	MStay Hotels		
Address	88 Holland Road, Kensington W148 BN		
Type of business	Hotel	Telephone	02068912330
Your job title	Housekeeper		
Start date (MM/YYYY)	16.01.2016	End date (MM/YYYY)	23.09.2017
Grade	Supervisor	Salary	
Reporting to (job title)		Period of notice	2 weeks
Reason for leaving (if applicable)			
I went in maternity leave.			
Brief description of your duties and responsibilities			
To supervise the others housekeepers. Laundry and suppliers ordering. Room cleaning. Every morning reception cleaning. Providing a good service for clients.			

Previous Employer 3

Employer name	Victoria Kids Campus		
Address	Soroca, Moldova.		
Type of business	Campus	Telephone	+373 02458283
Your job title	Voluntary governors		
Start date (MM/YYYY)	15.06.2015	End date (MM/YYYY)	28.08.2015
Grade	Voluntary	Salary	No salary
Reporting to (job title)		Period of notice	—

Reason for leaving (if applicable)
This was a temporary activite for accumulating experience in working with kids.
Brief description of your duties and responsibilities
I was responsible for 50 kids, that I had to care about day and night. I was organised different activities for entertain them and make them spend there time efficiently. Supervising them in all the trips. To answer to all they queries.

Previous Employer 4

Employer name			
Address			
Type of business		Telephone	
Your job title			
Start date (MM/YYYY)		End date (MM/YYYY)	
Grade		Salary	
Reporting to (job title)		Period of notice	
Reason for leaving (if applicable)			
Brief description of your duties and responsibilities			

References

Fields marked with an asterisk (*) are mandatory

Please provide the names and full contact details of your referees.

- References must cover a 3 year period of continuous employment, training or education. Your referees will need to confirm this. They may need to comment on your skills, personal qualities and suitability for the post.
- Your referee could be an HR department, line manager or someone in a position of responsibility.
- You must provide an email address for each referee. This may require you to contact your referee to confirm this prior to submitting your application, as this is a mandatory field.
- If you are a student or trainee this should include a teacher/tutor at your school/college or university.
- If you have not been in employment or education for the last 3 years, you may need to supply a character reference or a personal statement. A character reference must not be from a relative or someone who has a financial arrangement with you.
- Emails for employers must be a valid work email address and not the referee's personal email address unless the email being provided is covering a gap in work history or the employer no longer exists and the referee being used is a personal/character referee.
- All reference requests will be verified by the recruiting employer.

Referees may be approached before interview, unless you state otherwise below.

Referee 1

* Type of reference	☒ Current employer ☐ Previous employer ☐ School/College/University/Higher Education ☐ Personal/Character		
Title	Mr.		
*Surname/Family name	Baileys	* First name	Neal
*Relationship	Employer		
Employer name	Neal Baileys		
Referee job title	Director of Bayanix LTD		
*Address	150 Minories, London, EC3N 1LS		
*Postcode/Zip code	EC3N 1LS		
Telephone	02078711330	*Country	London
*Referee email address	Neal@Bayanix.co.uk	Fax	
Period this reference covers	From: (MM/YYYY) To: (MM/YYYY)		

*Can the referee be contacted prior to interview?	☒ Yes ☐ No
--	---

Supporting Information

In this section you need to demonstrate that you have read the published person specification and how you meet the essential and (where relevant) desirable criteria for this particular position. This can include relevant skills, knowledge, experience, voluntary activities, training etc.

Please indicate your reasons for applying and take the opportunity to highlight your particular talents and strengths, (what you feel you can personally offer- what is unique to you – what sets you apart from your peers).

If relevant to the post for which you are applying, you should include details about research experience, publications or poster presentations, clinical care (knowledge and skills) and clinical audit.

Please DO NOT include personal details or duplicate information already provided elsewhere in your application.

* Supporting information (Please continue on additional sheets if necessary).

I want to apply for this job because soon I will finish level 4, Certificate for Health and Social Care.

I have basic IT skills, good literacy and numeracy skills.

Ability to communicate with members of the public and care providers.

Ability to work under pressure, effectively as part of the multidisciplinary team.

Thanks to Health and Care courses I have developed my employability skills line!

Communication and Relationships.

Analytical and judgemental skills

Planning and organisational skills.

Physical Dexterity skills

Team working skills.

Problem solving and decision making skills.

I am sure that you will consider that I am a responsible person who never come late to work, i am enthusiastic, respectful and helpful. I always respect the Policies and the rules of the Company.

In addition to my experience I have a solid educational foundation and a passion for furthering projects that build loyalty and grow revenue for your organization.

Thanks for your consideration

Additional Personal Information

Preferred employment type	☒ Full time	☐ Part time	☐ Job share	☐ Secondment
	☐ Flexible hours			

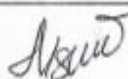
Referee 2

Type of reference	☐ Current employer ☒ Previous employer ☐ ☐ School/College/University/Higher Education ☐ Personal/Character		
Title	Mrs		
*Surname/Family name	Capza	*First name	Ecaterring
*Relationship	Manager		
Employer name	MSTAY Hotels		
Referee job title	Manager		
*Address	28 Holland Rd, Kensington		
*Post Code/Zip code	W148BN		
Telephone	07494812318	*Country	London
*Referee email address	Mstay@co.uk	Fax	
Period this reference covers	From: (MM/YYYY) To: (MM/YYYY)		
*Can the referee be contacted prior to interview?	☒ Yes ☐ No		

If you have applied to us within the last 3 months, are you happy for us to use the references from your earlier application?	☐ Yes ☒ No
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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. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

I agree to the above declaration			
Signature			
Name	Maria	Date	30.11.2019

Where did you see this vacancy advertised?			
☒ NHS website ☐ Google ☐ Search engine ☐ Facebook ☐ Twitter ☐ Find a Job ☐ LinkedIn ☐ Careers fairs ☐ Other website ☐ National newspaper	☐ Local newspaper ☐ British Medical Journal ☐ British Dental Journal ☐ Health Service Journal ☐ College of Occupational Therapists ☐ Community Care ☐ Health Service Journal	☐ Doctor ☐ Therapy Weekly ☐ Nursing Times ☐ GP ☐ Hospital Doctor ☐ Pharmaceutical Journal ☐ Podiatry Now ☐ RCN ☐ Physiobob	☐ Nursing Standard ☐ Other Professional Journal ☐ Civil Service Jobs ☐ Civil Service Jobs – job alert email ☐ Jobs Go Public ☐ Radio advertising ☐ Other

MONITORING INFORMATION

This section of the application form will be detached from your application and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you.

NHS organisations recognise the benefits of a diverse workforce which reflects the wider population and welcome applications from all sections of the community. Also, under the Equality Act (2010), all NHS organisations must demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. We need to ask applicants some questions to make sure that no one is being unfairly discriminated against or disadvantaged.

The information collected is only used for anonymised monitoring purposes to help the organisation look at the profile of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act (2010).

As well as for monitoring, your date of birth will be used for administration purposes including pre-employment checks and creation of your personal record if you are appointed.

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of

- their age and sex;
- their race which includes colour, nationality, ethnic or national origin;
- their religion or belief, including a lack of any belief;
- their sexual orientation, be it bisexual, gay, heterosexual and lesbian

The Equality Act 2010 also protects people who are married or in a civil partnership.

* Please state your date of birth	17.01.1988
* Please indicate your gender	☐ Male ☒ Female ☐ I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects people who are married or in a civil partnership.

* Please indicate the option which best describes your marital status	
☒ Married ☐ Single ☐ Civil partnership ☐ Legally separated	☐ Divorced ☐ Widowed ☐ I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects bisexual, gay, heterosexual and lesbian people from discrimination on the grounds of their sexual orientation.

* Which of the following options best describes how you think of yourself?	
☐ Heterosexual or Straight ☐ Gay or Lesbian ☒ Bisexual	☐ Other sexual orientation not listed ☐ Undecided ☐ Not stated (person asked but declined to provide a response)

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their race which includes colour, nationality, ethnic or national origin.

* Please indicate your ethnic origin		
Asian or Asian British ☐ Bangladeshi ☐ Indian ☐ Pakistani ☐ Any other Asian background Black or Black British ☐ African ☐ Caribbean ☐ Any other Black background	Mixed ☐ White & Asian ☐ White & Black African ☐ White & Black Caribbean ☐ Any other mixed background White ☐ British ☐ Irish ☒ Any other White background	Other Ethnic Group ☐ Chinese ☐ Any other ethnic group ☐ I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their religion or belief, including a lack of any belief.

* Please indicate your religion or belief		
☐ Atheism ☐ Buddhism ☒ Christianity ☐ Hinduism	☐ Islam ☐ Jainism ☐ Judaism ☐ Sikhism	☐ Other ☐ I do not wish to disclose this

Equality Act 2010

Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on your ability to carry out normal day to day activities.

Further information regarding the definition of disability can be found here:
<https://www.gov.uk/definition-of-disability-under-equality-act-2010>

Reasonable adjustments will be made available should you be invited to interview.

* According to the definition of disability do you consider yourself to have a disability?

- ☐ Yes ☒ No
☐ I do not wish to disclose this information

Please identify the category which applies to you or other type of disability. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'Other'.

- | | |
|--|---|
| ☐ Physical impairment | ☐ Learning disability/difficulty |
| ☐ Sensory impairment | ☐ Long-standing illness |
| ☐ Mental health condition | ☐ Other |

If you have a disability, do you wish to be considered under the Guaranteed Interview Scheme if you meet the minimum criteria as specified in the person specification?

- ☐ Yes ☐ No

Relationships

If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship:

Z

Safeguarding (Fields marked with an asterisk (*) are mandatory)

This section of the application form will only be viewed by those who need to see it as part of the recruitment process.

The organisation will treat any information disclosed in the strictest confidence.

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period 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 equally and fairly based on their skills, experience and ability to fulfil the duties of the role being applied for.

Suitable applicants will not be refused positions because of criminal record information of other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

During the rehabilitation period you are required to declare current 'unspent' criminal convictions or cautions (including reprimands and final warnings).

You are not legally required to provide any information about criminal offences that have become spent. Certain criminal offences can be regarded as spent after a specified rehabilitation period as outlined by the Rehabilitation of Offenders Act 1974.

Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the information you provide and the position you are applying for.

*** Do you have any UNSPENT convictions as outlined in the Rehabilitation of Offenders Act 1974?**

This includes any unspent convictions that may have been issued in any other country, where it would be an equivalent offence in England and Wales.

It also includes all unspent convictions or Summary Hearings that have been issued under military law while serving in the Armed Forces in the UK or any other country, where it would be an equivalent offence in England and Wales.

You **are not** required to disclose any information in relation to convictions that have become SPENT. In these circumstances you should select NO to this question.

Please refer to further information in the '[Application form Help - criminal background](#)' section before completing this question. *

☐ Yes ☒ No

If you have answered YES, you now have two options on how to disclose this information. *

☐ I want to disclose the information now

☐ I want to disclose the information separately

If you have selected 'I want to disclose the information now' please provide details of the conviction or Summary Hearing including the date and sentence administered in the space below. *

If you have selected 'I want to disclose the information separately' you can disclose your record separately together with any statement detailing your unspent conviction or Summary Hearing.

A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately.

*
Do you have any UNSPENT cautions, reprimands or final warnings as outlined in the Rehabilitation of Offenders Act 1974?

This includes any unspent cautions, reprimands or final warnings that may have been issued in any other country, where it would be an equivalent offence in England and Wales.

It also includes all unspent cautions that have been issued under military law while serving in the Armed Forces in the UK or any other country, where it would be an equivalent offence in England and Wales.

You **are not** required to disclose any information in relation to cautions, reprimands or final warnings that have become SPENT. In these circumstances you should select NO to this question.

Please refer to further information in the 'Application form Help - criminal background' section before completing this question. *

☐ Yes ☒ No

If you have answered YES, you now have two options on how to disclose this information. *

☐ I want to disclose the information now

☐ I want to disclose the information separately

If you have selected 'I want to disclose the information now' please provide details of the cautions, reprimands or final warnings including the date and sentence administered in the space below

If you have selected 'I want to disclose the information separately' you can disclose your record separately together with any statement detailing your unspent conviction or Summary Hearing.

A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately.