



BVNA Employment Register

Situations Vacant Application Form

Full Contact Name: (Mr/Mrs/Miss/Ms/Dr*)

Position within Practice:

Practice Name:

Practice Address:

.....

.....

..... **Postcode:**

Telephone No: **Fax No:**

Email Address:

Which Region of the UK is the Situation Vacant in?

- | | |
|-------------------------|--------------------------|
| 1. Scottish Region | <input type="checkbox"/> |
| 2. North Western Region | <input type="checkbox"/> |
| 3. North Eastern Region | <input type="checkbox"/> |
| 4. East Anglia Region | <input type="checkbox"/> |
| 5. Midland Region | <input type="checkbox"/> |
| 6. South Wales Region | <input type="checkbox"/> |
| 7. South Western Region | <input type="checkbox"/> |

- | | |
|------------------------------|--------------------------|
| 8. Southern Region | <input type="checkbox"/> |
| 9. Metropolitan Region | <input type="checkbox"/> |
| 10. Surrey and Sussex Region | <input type="checkbox"/> |
| 11. Kent Region | <input type="checkbox"/> |
| 12. Northern Ireland Region | <input type="checkbox"/> |
| 13. Channel Islands Region | <input type="checkbox"/> |

What position are you recruiting for?

- | | |
|--|--------------------------|
| Head Nurse | <input type="checkbox"/> |
| Qualified Veterinary Nurse | <input type="checkbox"/> |
| Enrolled 1 st Year VN Student | <input type="checkbox"/> |
| Enrolled 2 nd Year VN Student | <input type="checkbox"/> |
| Animal Nursing Assistant
(Passed ANA qualification) | <input type="checkbox"/> |

- | | |
|---|--------------------------|
| Practice Manager | <input type="checkbox"/> |
| School/College Leaver Position | <input type="checkbox"/> |
| Receptionist | <input type="checkbox"/> |
| Animal Nursing Assistant Student
(Formerly Pre-Veterinary Nursing) | <input type="checkbox"/> |
| Other (please state) | |

Description of Practice type:

Small Animal Large Animal Mixed Animal Equine

No of Veterinary Surgeons working in practice No of Veterinary Nurses working in practice No of other staff in practice

Is the situation vacant (please tick all that apply):

Permanent Locum Part Time Full Time Job Share
Live In Position Live Out Position Either

Does the situation vacant include:-

Involve working Weekends Involve working Night Duty

Details of package:-

Salary per annum £.....

Holiday per annum No of days

Student Training to be financed by practice	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provision of funding for CPD	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Car to be provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Other skills/qualities required:-

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EMPLOYMENT REGISTER

You will receive a full listing of candidates currently on our employment database, plus any additions received during the month.

Please note, if there are no candidates matching your requirements, you will be contacted and offered either a refund or for your details to be retained until the next month.

Details of your vacancy will be listed on the Employment Register – Situations Vacant section of the BVNA website. Candidates will be asked to forward us their CV's, and BVNA will forward these onto you by an agreed method ie, fax or post. Your details will remain listed on the website for one month, and will also be included in one issue of our monthly Veterinary Nursing Journal.

This service costs £50.00 for one month

I would like to pay by: Cheque/Visa/MasterCard/Switch (*Cheques or postal orders to please be made payable to BVNA*)

Card No: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _

Expiry Date: _ _ / _ _ Valid from: _ _ / _ _ Issue No: _ _

Security Code (from back of card): _ _ _ (3 digits)

Card Holders Name: Card Holders Signature:

I would like the CVs to be forwarded to me via:-

Post

Fax

I accept that the details contained in the Employment Register are as supplied by the candidates and that BVNA cannot guarantee that any of these details are correct.

I accept that it is the responsibility of the practice to check out any information directly with the candidate to ensure its accuracy.

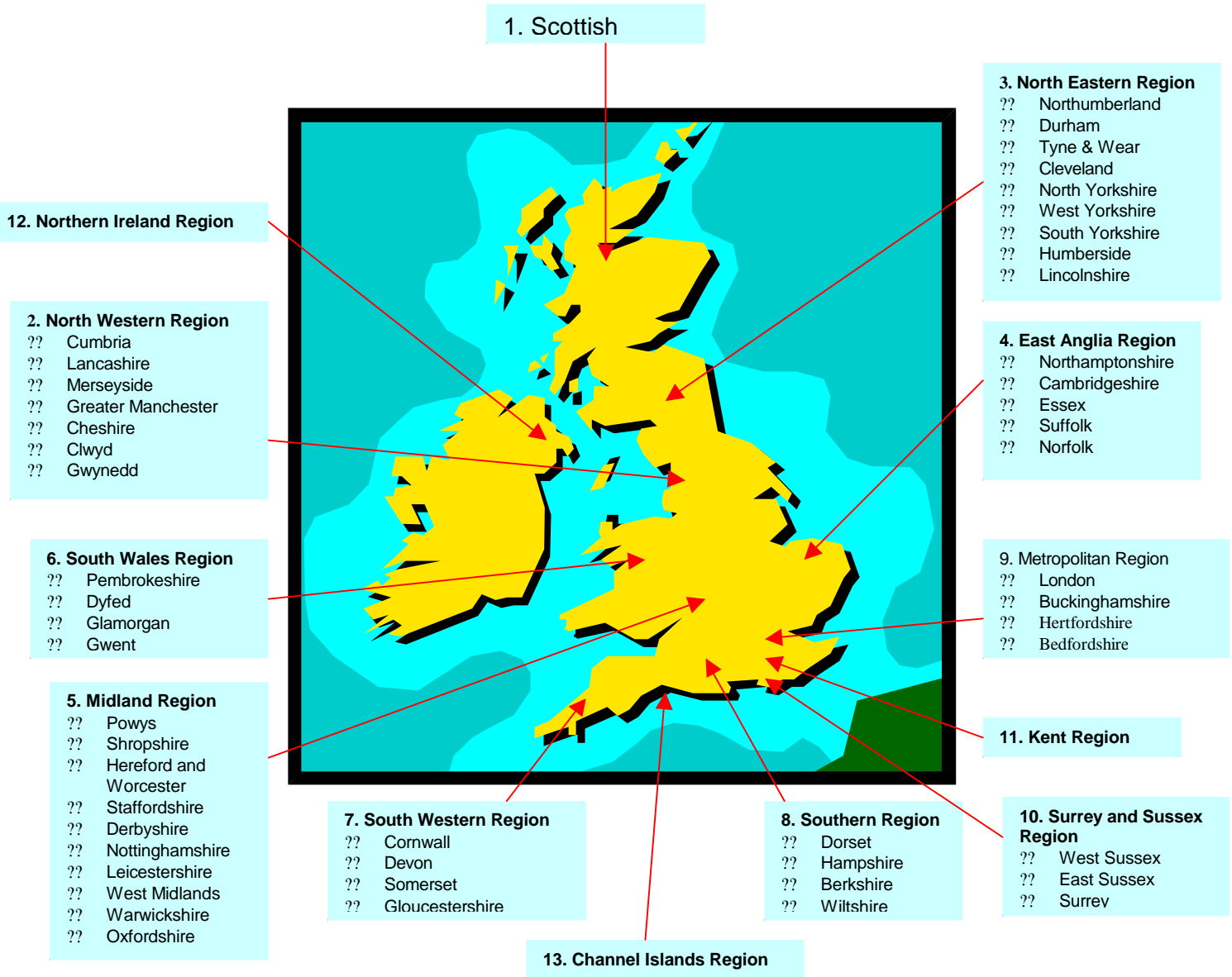
I accept that it will be our responsibility to contact the candidates directly to find out any further information or to arrange an interview. I also accept that I cannot hold BVNA responsible if the candidate fails to get in contact with the practice or attend an interview.

Please sign below to confirm the order and to confirm that you agree with the statements above.

Signed: **Date:**

Please return this form to: **BVNA, 82 Greenway Business Centre, Harlow Business Park, Harlow, Essex, CM19 5QE**

REGIONS OF UNITED KINGDOM



Thank you for completing this application form. Your details will be updated on the BVNA Employment Register and according to the Option ordered by you, you will either receive a listing of candidates or CVs forwarded to you.

We wish you luck in finding a suitable candidate to fill your situations vacant.



The British Veterinary Nursing Association.