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## UNIVERSITY DENTAL HOSPITAL OF MANCHESTER

**The Central Manchester School for Dental Care Professionals**

**Advanced Apprenticeship in Health – Dental Nursing**

**or**

**Level 3 Diploma in Dental Nursing Application Form**

Please complete this form in BLOCK CAPITALS and email to: - [admin.dcp@mft.nhs.uk](mailto:admin.dcp@mft.nhs.uk) or post to: The Central Manchester School for Dental Care Professionals, 3rd Floor, University Dental Hospital of Manchester, Higher Cambridge Street, Manchester, M15 6FH.

Tel: 0161 272 5670 / 0161 272 5671 / Fax: 0161 272 5686

**Name of course and desired venue: please [ x ]**

ADVANCED APPRENTICESHIP IN HEALTH – DENTAL NURSING [ ]

LEVEL 3 DIPLOMA IN DENTAL NURSING [ ]

NEBDN – NATIONAL DIPLOMA IN DENTAL NURSING [ ]

Manchester Dental Hospital M15 6FH [ ] OR Burnley, East Lancashire BB11 2AE [ ]

**Personal Details**

Surname Mr/Ms/Mrs/Miss

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First name(s) Date of Birth

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Home telephone number: (including STD code) Mobile telephone number

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Email address:

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Are you UK/EC/EEA Citizen with Right to work in the UK Yes No Have you been a resident in the UK for the last 3 years? Yes No Are you employed? Yes No If Yes, what is your job title?

Are you in receipt of any other government funded training? Yes No If yes, please state which training course you are attending.

**Qualifications and Grades**

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| **Qualification** | | **Example GCSE/Functional Skills** | **Grade/Level** | **Year attained** |
| English Language | |  |  |  |
|  | **Other Qualifications** | | | |
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**You are required to produce the original certificates at interview. If you do not have a recognised English Language qualification you will be required to undertake an English assessment prior to being offered a place on the programme.**

Qualifications attained outside of the United Kingdom (UK), the candidate must contact ‘The National

Recognition Information Centre for the United Kingdom (NARIC)’ and request to have their qualification equivalencies formally listed. This list must be presented to the document checker prior to interview.

**Employment History**

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| **Job title** | **Name and address of employer** | **Full/part time** | **Start date** | **End date** |
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**Personal Statement**

Please give details of why you are applying for this course. What skills and experiences could you bring to the role of a Dental Nurse?

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**Dental Practice Details**

Practice Name:

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Practice Principal:

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Home Telephone Number: (including STD code) Post Code:

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Practice Telephone Number:

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**Length of employment in current dental practice**

**Number of clinical hours in current dental practice**

**Equal Opportunities**

The School of Dental Care Professionals is committed to the Equal Opportunities Policy.

**Do you consider yourself to have a disability?** Yes No If yes, please give brief details

### Please state the nature of any health problem or learning difficulty you have and how it affects your day to day activity

Please let us know if you need any learning support

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| **Payment** |
| The full cost of the NEBDN National Diploma in Dental Nursing course is £1,850, this includes the course registration fee, the eROE and application fee to the examination. If a resit to the examination is required, payment will be applicable to the individual student.  The full cost of the City & Guilds, Level 3 Diploma in Dental Nursing course is £1,400, this includes the course registration fee and the sitting of the first examination to each unit. If a resit to the unit examinations is required, payment will be applicable to the individual student.  NHS practices that come under the catchment areas of the North Western Deanery (*Cumbria & Lancashire, Cheshire & Merseyside & Greater Manchester*) are eligible for full funding towards any of the chosen programmes of study.  Are you in an NHS practice and eligible for full funding? Yes No  If you are required to pay the course fee, the method of payment will be discussed at the interview. Individual pre-payment plans can be arranged in accordance to the individual applicant or dental practice.    Please note you may incur the following costs:  NEBDN Candidate withdrawal/cancellation: If you have completed your candidate registration form (CRF) and the School has registered your application with the NEBDN and you withdraw your application for any reason you will be required to pay in full the cost of the registration and examination fee (£485.00) and a 25% administration charge of the total course fee. If you cancel your course application and the CRF has not been made to the NEBDN you will be required to pay a 25% administration fee of the total course fee. No course fees can be reimbursed once the course has commenced.  NEBDN Examination Deferment: If you defer from the initial date of entry to your final examination the NEBDN will charge a £30.00 administration fee of which you will be required to pay.  NEBDN Examination Re-sit: The cost of your first examination entry to the NEBDN is included in your course fee, if you fail the first examination entry and wish to re-sit you will be required to pay a resit fee of £125.00 for the written examination and/or a resit fee of £300.00 for the OSCE examination.  City & Guilds Candidate withdrawal/cancellation: If you have enrolled on to this course and then decide to cancel or withdraw your place and are a fee paying student you will you will be required to pay 75% of the course fees irrespective of the cancellation or withdrawal date. |

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| **Declaration** | |
| I declare that the information on this form is correct.  I understand that any offer of a place is subject to my acceptance by The Central Manchester School for Dental Care Professionals terms and conditions.  I accept that if I do not fully comply with these requirements, The Central Manchester School for Dental Care Professionals reserves the right to cancel my application. | |
| **Applicant’s signature :** | **Date :** |

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| **Advertisement - Where did you see this vacancy advertised?** | |
| * School of Dental Care Professionals (DCP) Website * Search Engine * Recruitment fair * Telephone enquiry with the DCP School * Word of mouth * Jobcentre Plus | * Recommendation by * Dental Practice- *name of practice* * Other Website * Other, please state |

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| **General Data Protection Regulations (GDPR)** | |
| The Manchester University NHS Foundation Trust (MFT) Central Manchester School for Dental Professionals needs to collect and use data about you, including name, address, date of birth and other demographic information for student administration purposes. In collecting and using data the School must comply with the new European arrangements of the General Data Protection Regulation (GDPR) of May 2018.  Depending on the nature of your course we share this information with educational and governing bodies. These may include the Apprenticeship Certification England (ACE), City & Guilds, The National Examining Board for Dental Nurses (NEBDN) and The Royal College of Surgeons of Edinburgh for the registration of qualifications and awards. We also share information with Health Education England (HEE) and Skills for Health (SfH) to ensure the School receives appropriate funding.  MFT are registered with the Information Commissioners Office (ICO), registration number ZA 282424.  Please tick the box and sign and date to confirm that you have read, agreed and understood our data usage | |
| **Applicant’s signature :** | **Date :** |