

Human Resources Department
St. Michael's Hospice (North Hampshire)
Basil de Ferranti House, Aldermaston Road,
Basingstoke, Hants, RG24 9NB

Tel: 01256 844744

www.stmichaelshospice.org.uk

Email: hr@stmichaelshospice.org.uk



JOB APPLICATION FORM

Position applied for:

Closing Date:

Source of recruitment (where did you find out about the vacancy?) _____

PERSONAL DETAILS

Family Name: _____

Forenames: _____

Dr/Mr/Mrs/Miss/Ms/other: _____

Known by any other name / maiden name:

Address for further correspondence:

Permanent Address (if different):

Postcode: _____

Postcode: _____

Home Tel. Number: _____

Mobile: _____

Day/Work Tel. Number: _____
(if permissible to contact you at work)

National Insurance Number: _____

Email address: _____

Notice period required: _____

Date of availability to start work: _____

Do you hold a current full UK driving licence?

EDUCATIONAL QUALIFICATIONS

Qualifications Obtained: *(If recruited, you will be asked to provide the original certificates)*

Professional Qualifications:	Dates Obtained:

Current Studies:

Other Relevant Courses:

Professional Registration Number: _____ (copies of certificates will be required)
(if relevant)

Date of Expiry: _____

CAREER HISTORY

(To be completed in full – please also provide a CV)

Name and address of Current Employer: _____ _____ _____ _____ Phone no: _____	Position Held: _____ Date employment commenced: _____ Current Salary: _____ Reason for leaving:
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Name and address last 5 employer(s) – most recent first	Position held	Dates employed and reason for leaving

INFORMATION TO SUPPORT YOUR APPLICATION

Please give any information you feel that is relevant to the job that will aid your application and support us in shortlisting you for this post (continue on the supplementary sheet or separate sheets if necessary)

REFERENCES

Please give the names of two people from whom references can be obtained. At least one of these should be your present or most recent employer (if applicable) and from someone who is in a position of authority.

Name (Dr/Mr/Mrs/Miss/Ms): _____

Name (Dr/Mr/Mrs/Miss/Ms): _____

Company: _____

Company: _____

Position: _____

Position: _____

Address: _____

Address: _____

_____ Postcode: _____

_____ Postcode: _____

Tel: _____

Tel: _____

e-mail address: _____

e-mail address: _____

Fax No: _____

Fax No: _____

Please indicate whether we may contact your referees prior to an interview?

Reference 1 Yes/No

Reference 2 Yes/No

OTHER INFORMATION

Are you legally entitled to work in the UK? Yes/No Do you require a work permit? Yes/No

The Asylum and Immigration Act 1996 requires us to seek proof of your right to work in the UK. If you are invited for an interview, and are successful, you will need to provide the original of one of the following:

Evidence of NI No. e.g. P45 / P60 / old pay slip or your Passport / Work Permit / Certificate of Registration /Certificate of Naturalisation as a British Citizen

Data Protection Act

You are advised that information given on this application form will be held on computer and will be routinely processed for recruitment purposes.

If you are successful your personal data will be stored on computer and will be used to produce a contract of employment and other employment documents. It will be supplied to outside bodies where there is a statutory obligation to do so. You are at liberty to see information held about you on computer or manual files, with the exception of confidential references.

Protection of Vulnerable Adults and Children

You are advised that the post you have applied for is subject to checks on the successful applicant with the Disclosure & Barring Service (DBS). Offers of employment will be made subject to satisfactory screening. If successful you will be required to apply for disclosure of any previous convictions, police warnings etc.

Rehabilitation of Offenders

Because of the nature of the work for which you are applying, this post is exempt from the provisions of *Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975*. Therefore, applicants are *not* entitled to withhold information about convictions which, for other purposes, are "spent" under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by St. Michael's Hospice (North Hampshire). Any information given will be completely confidential and will be considered only in relation to an application for a position to which the Order applies.

Please give details of any criminal conviction (with dates): _____

Declaration

I understand that the appointment, if offered, will be subject to the information given on this form being correct. I also understand that the appointment will be subject to satisfactory references, medical examination declaration and DBS checks and I confirm that to the best of my knowledge, there are no undisclosed details which would prevent me from undertaking the duties of the post and I have never been investigated or removed from a regulatory body in this country or abroad.

Signature: _____ Date: _____

SUPPLEMENTARY SHEET