|  |  |  |  |
| --- | --- | --- | --- |
| **Position applied for:** |  | | |
| **PERSONAL DETAILS** | | | |
| **Surname:** |  | **Forenames:** |  |
| **Address:** |  | | |
| **Postcode:** |  | **Email:** |  |
| **Telephone number:** |  | **Mobile number:** |  |

**PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of employer:** |  | | |
| **Address:** |  | | |
| **Telephone number:** |  | **Date appointed:** | Click or tap to enter a date. |
| **Position held:** |  | **Date of leaving** | Click or tap to enter a date. |
| **Grade & basic salary:** |  | **Notice period:** |  |
| **Reason for leaving:** |  | | |

**Previous employment** – last 10 years only unless returning from a substantial career break, in which case please give as much information as possible. **Please complete on a separate sheet if necessary**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name & address of employer** |  | | | | |
| **Job title** |  | **Start date** | Click or tap to enter a date. | **Leave date** | Click or tap to enter a date. |
| **Reason for leaving** |  | | | | |
| **Name & address of employer** |  | | | | |
| **Job title** |  | **Start date** | Click or tap to enter a date. | **Leave date** | Click or tap to enter a date. |
| **Reason for leaving** |  | | | | |
| **Name & address of employer** |  | | | | |
| **Job title** |  | **Start date** | Click or tap to enter a date. | **Leave date** | Click or tap to enter a date. |
| **Reason for leaving** |  | | | | |
| **Name & address of employer** |  | | | | |
| **Job title** |  | **Start date** | Click or tap to enter a date. | **Leave date** | Click or tap to enter a date. |
| **Reason for leaving** |  | | | | |

**General Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Level** | **Grade** | **Date obtained** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |
| --- | --- | --- |
| **University/College/Institute** | **Qualifications/Subject/Grade** | **Date obtained** |
|  |  |  |

**Professional Registration**

|  |  |  |
| --- | --- | --- |
| **Body** | **Registration/Pin Number** | **Date of Registration** |
|  |  |  |

|  |
| --- |
| **Do you hold a current driving licence?** Yes  No |
| **Do you own (or have access to) a vehicle?** Yes  No |
| **Please indicate if you require a work permit?** Yes  No  If you are not a UK or EEA national you may not be eligible to work in the UK without a work permit. |

**REFERENCES**

Please provide names, occupations and addresses of two referees.

**One referee should be your current of most recent employer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **REFEREE 1** | | **REFEREE 2** | |
| **Name** |  | **Name** |  |
| **Occupation** |  | **Occupation** |  |
| **Company name & address (inc. postcode)** | | **Company name & address (inc. postcode)** | |
|  | |  | |
| **Telephone** |  | **Telephone** |  |
| **Email** |  | **Email** |  |

Referees will be contacted once a job offer has been made and accepted. Please tick the box if you do **NOT** want us to contact your referees without prior agreement:

**Referee 1:  Referee 2:**

**Do you know of any reason why you could not fulfil the role as advertised?**

**Statement in support of application**

It is essential that you complete this. Please give details of why you are suitable for the position for which you have applied. In this section you should refer to previous relevant experience which may have been gained inside or outside the work environment. You must also state how you meet the requirements detailed in the **job description and person specification. Please complete on a separate sheet if necessary:**

**REHABILITATION OF OFFENDERS ACT 1974**

**(EXCEPTIONS ORDER 1975)**

Work at the Hospice is exempt for the provisions of the Rehabilitations of Offenders Act. You are therefore required to divulge details of any criminal offence of which you may have been convicted, or received a police caution for (in the UK), or a criminal conviction in any other country – whether or not it is now spent. In the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action being taken.

Do you have any convictions to disclose? **Yes  No**

Are there currently any criminal proceedings against you? **Yes  No**

If **YES**, please supply details below. **Please complete on a separate sheet if necessary.**

**Are you related to any Trustee or officer of the Management Board? Yes  No**

**DECLARATION**

By ticking this box, I declare that all the information I have provided is accurate and complete, and I am in agreement with the information provided being processed within the guidelines of the Data Protection Act 2018. I understand that any false information I have given may result in disqualification form the selection process or, where discovery is made after appointment, in summary dismissal. I understand that canvassing or failure to disclose a relationship to a Director or Manager may disqualify me from being considered. I also understand that appointment is subject to satisfactory medical fitness. If appointed, I undertake to make known to the Hospice any change in this information which may occur after this date. I also understand and agree that the Hospice will retain this application for recruitment purposes for 6 months only.