

# Application Form



30 Hullen Edge Road  
Elland  
West Yorkshire  
HX5 0QY

01422 379151  
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## APPLICATION FORM

**POSITION APPLIED FOR** \_\_\_\_\_

### **PERSONAL DETAILS**

Surname (Mr/Mrs/Miss/Ms/Dr.)\* \_\_\_\_\_ *\*Delete as applicable*

Forenames \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Home Tel. No \_\_\_\_\_

Daytime Tel. No \_\_\_\_\_

PIN (if applicable) \_\_\_\_\_

Are you related/close to any Director or senior staff? YES/NO

Do you have a car for your personal use? YES/NO

Do you have a full driving licence? YES/NO

### **DECLARATION**

The information contained in this application form is true, correct and complete.

I understand that any misrepresentation may invalidate my application/employment arrangements. Please note that all appointments are subject to medical clearance.

Signed.....

Date.....

# EMPLOYMENT HISTORY

Employment History (Start with your most recent employment)	Start Date	Finish Date	Position	Reason for Leaving
Company Name  Address  Main Duties				Contract Hours  Salary £
Company Name  Address  Main Duties				Contract Hours  Salary £
Company Name  Address  Main Duties				Contract Hours  Salary £
Company Name  Address  Main Duties				Contract Hours  Salary £

Please continue on separate sheet if applicable

## EDUCATION HISTORY

<b>College/University</b>	<b>Qualification Obtained</b>	<b>Date Awarded</b>
Address	Membership No: <i>(if applicable)</i>	
Address	Membership No: <i>(if applicable)</i>	
Address		

## EDUCATION HISTORY (Continued)

<b>SCHOOL ATTENDED</b> (Include only Secondary Education)	<b>QUALIFICATIONS OBTAINED</b>	<b>DATE AWARDED</b>
Address		
Address		

## REFERENCES

Please provide two names and addresses of people (not relatives) who have consented to be approached for a reference.

One of these must be your present (or previous employer if you are not presently employed).

Name	Name
Address	Address
Telephone	Telephone
Position	Position

May we approach these referees prior to interview? YES / NO

Were you known by any other name by these referees? YES / NO

If "YES" please state name \_\_\_\_\_

## FURTHER INFORMATION

You are requested to detail below your reasons for applying for this post, the qualities you can bring to the hospice, together with any other relevant experience, studies or information, etc. in support of your application. It is important that you demonstrate how well you fit the Person Specification for the job applied for. Please use a continuation sheet if necessary.

## RECRUITMENT POLICY

It is this company's policy to employ the best candidates and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin or gender.

## ADDITIONAL PERSONAL DETAILS

**Are you in good health?**

**YES / NO**

If "NO" give further details \_\_\_\_\_

**Are you eligible to register as a disabled person?**

**YES / NO**

If "YES" please give details \_\_\_\_\_ RDP No \_\_\_\_\_

**Please indicate your Ethnic Group**

White    Black African    Black Caribbean    Indian    Pakistani    Chinese

Other please specify \_\_\_\_\_

**National Insurance No** \_\_\_\_\_

## REHABILITATION OF OFFENDERS ACT 1974

You are asked to note the following paragraph carefully and provide any necessary information.

Because of the nature of the work you are applying for, the 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 (Exceptions) Order, 1975. Applicants are, therefore, 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 the Trust. Any information given will be completely confidential and will be considered only in relation to an application for the positions to which the Order applies.

Have you ever been convicted of a criminal offence or received a police caution in the U.K. or any other country? **YES / NO**

If "YES" please give details on a separate sheet, place in a sealed envelope and attach it firmly to this application.

Do you have any objection to undergoing a Police Check if you are successful in applying for this post? **YES / NO**

Are you or have you been the subject of a fitness to practice proceedings by any licensing or regulatory body? **YES/NO**

If "YES" please give details on a separate sheet, place in a sealed envelope and attach it firmly to this application.