



Application Form

30 Hullen Edge Road
 Elland
 West Yorkshire
 HX5 0QY
 Tel: 01422 379151
 Email: HR@overgatehospice.nhs.uk
 Visit: www.overgatehospice.org.uk

Position applied for: _____

Personal Details

(Mr/Mrs/Miss/Ms/Dr.)* **Circle as appropriate*

Surname: _____

Forename/s: _____

Address: _____

Post Code: _____

Email address: _____

Home Tel: _____

Daytime Tel: _____

PIN (if applicable): _____

Have you been fully vaccinated for Covid-19? **YES/NO**
 If no, please give further information _____

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

Do you have a full driving licence? (For Fundraising/Retail roles only) **YES/NO**

Employment History

	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 a separate sheet if necessary

Education History

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

School Attended <i>(Include Secondary Education only)</i>	Qualifications Obtained	Date Awarded
Address		

Supporting Statement

Please detail your reasons for applying for this post below, in addition to the qualities you can bring to the Hospice and any other relevant experience, studies or information in support of your application. It is important that you demonstrate how well you fit the Person Specification for the job applied for. Please

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 employer or previous employer if you are not presently employed.

Name	Name
Address	Address
Telephone Email address	Telephone Email address
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:

Additional Personal Details

If successful in your application when would you be able to take up the position/ what is your notice period with your current employer? _____

Please list any dates you are **NOT** available for interview: -

Do you have the right to take up employment in the UK? **YES/ NO**

If **'NO'** would you wish us to assist you in applying for the right to work in the UK? **YES/ NO**

Rehabilitation of Offenders Act 1974

Any offer of employment/acceptance of volunteering made will be subject to an 'Enhanced Criminal Record Certificate' being taken and being satisfactory. You are therefore asked to note the following paragraph carefully and provide any necessary information.

Please note that the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (in Scotland, the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003) provides that individuals who have certain occupations or professions are obliged on request to disclose any spent convictions or cautions and that they may be refused employment, or dismissed or excluded from such employment, because of such a conviction or caution, or because of a failure to disclose such a conviction or caution. In these cases, the employer is able to ask job applicants about both spent and unspent convictions or cautions and the individual would then be obliged to disclose them all.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? Please visit the following link for guidance when answering this question:

http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en/pdf

YES/ NO

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with the current guidance? Please visit the following link for guidance when answering this question:

www.gov.uk/government/publications/dbs-filtering-guidance

YES/ NO

Do you have any objection to undergoing a Police Check if you are successful in applying for this post?

YES/ NO

Have you ever been convicted of a criminal offence or received a police caution in the U.K. or any other country?

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' to one or more of the previous two questions please give details on a separate sheet, place in a sealed envelope and pass it to the PA to the Chief Executive at interview stage.

If you reach the next stage of the assessment process, do you require any reasonable adjustments (for example wheelchair access, disabled car parking, large print, braille etc.) to be made in order for you to attend an interview?

YES/ NO

If yes please state below.

Please note: this information will be used solely to support you during the assessment process and not to determine your suitability for the role.

General Data Protection Regulations

As a company we need to collect and hold data about you to enable us to process your job application. The GDPR laws places an obligation on employers to tell job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it. We are not planning to transfer your data outside the EEA.

Your consent is requested

We would like your consent to hold personal and special data about you in order that we can process your

employment application. The data we wish to obtain and hold (a range of examples provided, but not

	Type of data	Why we wish to hold it	How long it will be kept for
1	Recruitment data Personal details Employment history Education history Referees Details of any convictions, cautions, reprimands or final warnings Details of any fitness to practice Proceedings	This will allow us to make a decision on your suitability for employment/engagement	Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months if a job offer is made and more comprehensive GDPR consent form will be issued

limited to):

Agreement to use my Data

I hereby freely give Overgate Hospice consent to use and process my personal data relating to my job application (examples of which are listed above).

In giving my consent:

- I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).
- I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.
- I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.
- I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.
- I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Declaration

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

I understand that any misrepresentation may invalidate my application & or employment arrangements.

Please note that all appointments are subject to medical clearance.

Signature: _____

Date: _____