

Durdar Road, Carlisle CA2 4SD - Telephone: 01228 810801 Fax: 01228 817645 Email: hr@edenvallyhospice.co.uk

Application for Employment

Please complete this form in black ink or typed. This form must be fully completed in order for your application to be considered. Do not attach or enclose a Curriculum Vitae. Please return it with a covering letter to Becky Miller, Human Resources Manager, at the above address. All information given will be treated in the strictest confidence.

Vacancy Details

Position applied for _____ Closing date _____

How did you find out about this vacancy? *(If applicable please state which publication you saw the advert in.):*

Personal Details

Title – Please specify e.g. Mr/Miss/Mrs/Dr: _____ Forename(s): _____

Surname: _____ Home Telephone: _____

Address: _____ Work Telephone: _____

_____ Mobile Telephone: _____

_____ Postcode: _____ Email Address: _____

Transport

Do you have a full UK Driving Licence? YES NO Do you have access to your own transport? YES NO

Work Status

Are you legally able to work indefinitely in the UK? YES NO

(If you need a work permit or other documentation then please provide copies with your application).

Are you required to have a UK Work Visa/Permit? YES NO

Employment *Please give details of your present or last employment*

Employers Name: _____ Position _____

Address: _____ From _____ To _____

_____ Postcode: _____ Reason for leaving *(if applicable)* _____

Tel. Number: _____ Notice Period *(if applicable)* _____

Brief description of main duties: _____ Current/most recent salary _____

Please turn over

Employment History Please give details of your employment history over the past 10 years, using the boxes provided (starting with the most recent).

Employer _____ Position _____
 Address _____ Employment Dates
 From _____ to _____
 _____ Main Duties _____
 Reason for Leaving _____

Employer _____ Position _____
 Address _____ Employment Dates
 From _____ to _____
 _____ Main Duties _____
 Reason for Leaving _____

Employer _____ Position _____
 Address _____ Employment Dates
 From _____ to _____
 _____ Main Duties _____
 Reason for Leaving _____

please continue onto a separate sheet if necessary

Education history General Education and Qualifications e.g. GCSE's or equivalent and A Level.

Subject	Level	Grade	Establishment	Date Obtained

please continue on a separate sheet if necessary.

Further Education Further/Higher Education & Relevant Training Courses attended

Subject / Training course	Establishment / Provider	Grade (if Applicable)	Dates	
			from	to

please continue on a separate sheet if necessary.

Professional Registration (NMC, GMC, CIPD, etc)

Issuing Body	Registration Number	Date of Registration	Expiry Date

Please note that you will be asked to supply proof of registration if you are shortlisted for interview.

Supporting Information

This part of the application form gives you an opportunity to provide further information in support of your application. Please state how previous and present experience enables you to satisfy the essential and desirable criteria on the person specification. You may continue on a separate sheet if necessary. A decision to shortlist can only be based on the information provided.

References

Please give details of two referees – one of which should be your present employer (or latest employer if you are currently unemployed). The second should also be a previous employer where possible or a professional who can comment on your suitability for the post. If you do not wish us to contact a referee before interview please tick the box

Do not contact

Name _____

Do not contact

Name _____

Capacity in which known _____

Capacity in which known _____

Address _____

Address _____

_____ Post Code _____

_____ Post Code _____

Telephone _____

Telephone _____

Email _____

Email _____

Use this space to add any additional voluntary information you feel appropriate to your application but not covered elsewhere.

Data Protection

The information you provide in this form and on additional sheets will be used by a panel to evaluate your application. It may also be analysed for research purposes, this would be completely anonymous.

Declaration

To the best of my knowledge, the details given in this application form and any additional sheets are accurate and truthful. I understand that any misrepresentation found, or omissions discovered after appointment may lead to dismissal. I also understand that any offer of appointment is subject to two satisfactory references, Occupational Health clearance and receipt of a satisfactory Standard / Enhanced CRB Disclosure check.

Signed

Dated

For office use only

IF YOU REQUIRE THIS IN A LARGE PRINT FORMAT, PLEASE CONTACT BECKY MILLER: 01228 817611



Issued by
Eden Valley Hospice
Durdar Road, Carlisle CA2 4SD
www.evospice.org.uk
A registered charity No 1008796



Eden Valley Hospice - Equal Opportunities Monitoring Form

This document will be detached from the rest of your application form and is not used in the selection process. It will form part of your personal record should you be appointed.

Your Name _____

Post applied for _____ Closing date _____

Equal Opportunities Policy

Eden Valley Hospice has an Equal Opportunities Policy, the aim of which is to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, sexuality, disability, marital status, associations, age, creed, colour, race or ethnic origin or is disadvantaged by requirements which cannot be shown to be justified. In order to ensure that this policy remains effective, you are requested to answer the following questions. This form will be treated in the strictest confidence, and is designed for monitoring purposes only. It will not be seen by the interview panel or used in the selection process

Your Gender Male Female Other Marital Status _____

Ethnic Origin *(Please tick)* :

White British	Asian or Asian British - Indian
White Irish	Asian or Asian British – Pakistani
Any other white background	Asian or Asian British – Bangladeshi
Mixed – White & Black Caribbean	Any other Asian background
Mixed – White & Black African	Black or Black British – Caribbean
Mixed – White & Asian	Black or Black British – African
Any other mixed background	Any other Black background
Chinese	Other (please specify).

Disabilities:

The Equality Act 2010 defines disability as 'a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'

Do you consider yourself to be disabled in line with above definition? YES NO If YES, please tell us about your disability



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Please turn over

Rehabilitation of Offenders

Convictions will not necessarily be a bar to obtaining a post within Eden Valley Hospice. However 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. Applicants must declare information about convictions, cautions, reprimands and final warnings, which for other purposes are "spent" under the provisions of the Act. In the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by Eden Valley Hospice.

Please answer all the questions below

Have you ever been convicted, cautioned, reprimanded or given a final warning for a criminal offence? (required by law)	YES	NO	If you have answered yes to any of these questions please give details below, including details of offences, penalties/outcome and dates where applicable.
Are you waiting to hear about any prosecutions pending?	YES	NO	
Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?	YES	NO	
Have you ever been the subject of a disciplinary investigation or proceedings by a previous employer in any position you have held?	YES	NO	
If your occupation is covered by a governing body (e.g. General Medical Council, Nursing and Midwifery Council) have you ever been under investigation from them?	YES	NO	
If you are appointed for this position we will approach your present or most recent employer for a reference and may contact any of your previous employers.			
Is there anything they might say that you would like to discuss at interview?	YES	NO	

continue on a separate sheet if necessary

Disclosure

Disclosure is an information service provided by the Disclosure & Barring Service (DBS), an executive agency of the Home Office. Disclosure will be required for successful candidates only, as a condition of employment. A disclosure is an impartial confidential document that details an individual's criminal record, including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). These checks enable us as an organisation to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially those involving children or vulnerable adults. However, convictions will not necessarily be a bar to obtaining the position. There is An Equal Opportunities Policy (HR 6) available on request should you wish to see it.

NB Please note that the process of obtaining a disclosure check can take up to 6-8 weeks.

Declaration

To the best of my knowledge, the details given in this application form and any additional sheets are accurate and truthful. I understand that any misrepresentation found, or omissions discovered after appointment may lead to dismissal. I also understand that any offer of appointment is subject to two satisfactory references, Occupational Health clearance and receipt of a satisfactory Standard / Enhanced DBS check.

Signed

Dated