



Please attach a recent photograph

(Required by the Care Quality Commission)

APPLICATION FOR EMPLOYMENT

This form may be typed or hand printed in **black ink**.

After completion, please return it with a covering letter to **Paul Cookson, Head of Financial & Support Services, at the above address.**

All information given will be treated in the strictest confidence.

Post Applied For:

Where did you see the post advertised?

SURNAME (Block Letters)	FULL FORENAMES (Block Letters)
DATE OF BIRTH	TITLE (Dr/Mr/Mrs/Ms/Miss, or other)
Home Address	Address for Communications (if different)
Telephone No. Home:..... Alternative Telephone No:.....	E-mail Address:.....
Do you hold a full current driving licence? <input type="checkbox"/> Yes <input type="checkbox"/> No	Appropriate Professional Reg. No:..... Expiry Date:.....
Please give details of any holiday commitments you may want us to honour:	
Please provide at least two employment referees, including your present or last employer. References from personal friends or acquaintances will not be acceptable. NB Referees, for shortlisted candidates, may be approached prior to interview unless you tick the box.	
Name <input type="checkbox"/> Job Title Address Tel No:	Name <input type="checkbox"/> Job Title Address Tel No:

QUALIFICATIONS – Secondary Education

Name and Location of School/College	From	To	Examinations Taken (include date, level, grade)

FURTHER EDUCATION – University, College, Part time or Work Related Courses

Name and Location of Establishment	From	To	Examinations Taken (include date, level, grade)

Membership of Professional Organisation and Institutions

Name	Date Attained	Membership Status	By Examination Yes/No

EMPLOYMENT

Present or most recent employment details:

Name and Address of Employer:

.....

.....

Job Title: Salary:.....

Date of Appointment:..... Date of Leaving (if appropriate):.....

Main Duties and Responsibilities

Previous Employment

In date order, latest first, with no gaps unaccounted for. Continue on a separate sheet if necessary. (Eden Valley Hospice reserves the right to contact all or any employers you have listed below, in order to verify the employment details stated).

Name and Full Address of Employer	Period		Job Title and Main Responsibilities	Grade or Salary
	From	To		

Using the person specification as a guide, please give details of any experience or skills which you feel demonstrate your suitability for this post; this can include experience/skills gained in previous jobs or in other areas such as temporary work, voluntary work, or spare time activities. Attach additional sheets as necessary.

Declaration

I confirm that the information I have given on this form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made. I understand that, in the event of being short listed for interview, I will be required to complete a confidential declaration in respect of my state of health. Because of the sensitive nature of the duties the postholder will be expected to undertake, I am also understand that the declaration will include details of any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post. I understand that an Enhanced Disclosure will be sought in the event of a successful application.

Signed: Date:

All information contained on this form will be treated as **strictly confidential**, when used for recruitment. By supplying information, you will also be indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verification checks which may be made.

DECLARATION OF CRIMINAL CONVICTIONS

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 (Exceptions) Order 1975. Applicants are not entitled to withhold information about convictions, which for other purposes are deemed 'spent' under the provision of the 1974 Act. In the event of employment by the Hospice any failure to disclose such convictions could result in dismissal or disciplinary action by the Hospice. All information will be treated as strictly confidential:

Eden Valley Hospice, Durdar Road, Carlisle, CA2 4SD

Name of Applicant	
Address	
Post code	

I understand the position offered is exempt from the Provisions of Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and is subject to Disclosure under the Care Standards Act 2000.

I declare that I am not currently the subject of any police investigation and/or prosecution, in the UK or any other country.

I declare that I have not been convicted of any criminal offence required by law to be disclosed, received a police caution in the UK, or a criminal conviction in any other country.

I declare that I am not currently the subject of any investigation or proceedings by any body having regulatory functions in relation to health/social care professionals including such a regulatory body in another country.

I declare that I have not been disqualified from the practice of a profession or required to practice it subject to specified limitations following a fitness to practice investigation by a regulatory body, in the UK or another country.

Signed: Date:

If you are unable to sign the above declaration, please list any convictions, conditional discharges, bindovers or cautions below

Date	Offence	Sentence

I declare the above information to be true and I understand that providing false information would lead to my employment being terminated immediately.

Signed: Date:

Print Name:

ASYLUM AND IMMIGRATION ACT 1996

If successful in your application for this post you will be required to provide evidence of your entitlement to live and work in this country. Usually by way of a documented National Insurance Number being a document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service which state the National Insurance Number of the person named. This could include a P45, a payslip, a P60, a NINO card or a letter issued by one of the Government bodies. Alternatively, a UK European Union or Republic of Ireland birth certificate or passport showing permission to live and work within the UK is acceptable.

Will you be able to provide this evidence? Yes/No

Do you require a work permit? Yes/No

If you are an overseas national, please give details of visa/permit held

DISABILITY DISCRIMINATION ACT 1995

Eden Valley Hospice is committed to Equal Opportunities. In order for the Hospice to meet its responsibilities towards people with disabilities under the Disability Discrimination Act it would help us to be made aware of any disability you have.

Do you have a disability? Yes/No If yes, please give brief details

.....

.....

We would also be grateful if you could indicate whether there are any special arrangements or assistance that we should consider regarding interview arrangements if you are shortlisted.

GENERAL INFORMATION

How did you hear about this vacancy (e.g. newspaper, job centre, through one of our employees or volunteers, other)?

.....

.....

Do you know or have any connection with any Trustee, member of staff or volunteer at the Hospice? Yes/No
 If yes, please name and relationship.:

DECLARATION

I declare that the information contained in this application form is accurate to the best of my knowledge. I understand that failure to disclose any of the information requested might disqualify me from selection and/or appointment and that any appointment offered will be subject to occupational health clearance and the provision of evidence of my entitlement to live and work in this country. I also understand that for posts with substantial access to children or young adults with learning disabilities a police check will be required.

DATA PROTECTION ACT

I, the undersigned, give Eden Valley Hospice consent to process the information provided on this form in accordance with the Data Protection Act 1998

Signed: Date:

FOR INTERNAL OFFICE USE ONLY				
Application Received		Reference Request 1	Out	Back
Interview Letter Sent		Reference Request 2	Out	Back
Attendance Confirmed		CRB Check Initiated		
Unsuccessful Interview		Disclosure OK		
Tentative Offer of Post		Confirmation of Offer		
Shortlisting and Selection				
Has the application form been assessed against the shortlist criteria	Yes/No	If No give reasons why:		
Has the applicant been shortlisted	Yes/No	If No give reasons why:		
Was the applicant successful at interview	Yes/No	If No give reasons why:		



FOR MONITORING PURPOSES ONLY

CONFIDENTIAL

As part of the commitment to equal opportunities at Eden Valley Hospice, we aim to ensure that all applicants for posts receive equal treatment irrespective of age, gender, ethnic origin or disability. In order to monitor the effectiveness of the policy and to assist in its development, we would be grateful if you could complete this section. This form will not be shown to the shortlisting or interview panels.

Application for the post of:	
Surname:	
Forenames:	
Date of Birth:	Age:
Gender:	Male/Female

Ethnic Origin - Your ethnic group is not necessarily your nationality, place of birth or citizenship, but refers to your colour and broad ethnic group.

I would describe my ethnic origin as:	Please cross <input checked="" type="checkbox"/>	
White	Indian	
Irish	Pakistani	
Black Caribbean	Asian Other (please specify)	
Black African	Chinese	
Black Other (please specify)	Other (please specify)	
Bangladeshi	Not known	

Asylum & Immigration Act

Do you need a work permit: Yes No Not applicable
 If yes, do you have a current valid work permit? Yes No Not applicable

Disability Discrimination Act – defines a disabled person as anyone who has had a physical or mental impairment which has a substantial long term effect on their ability to carry out normal day to day activities.

Taking this into consideration, would you describe yourself as disabled? Yes No
 If yes, are you registered disabled? Yes No

Criminal Records Disclosure – As stated on the application form, because of the sensitive nature of the duties, the postholder will be expected to undertake, you are required to disclose details of any criminal record. Only those relevant convictions and other information will be taken into account, so disclosure need not necessarily be a bar to obtaining a position.

I declare that all information given in this application is, to the best of my knowledge, complete and correct.	
Signed:	Date: