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| Vacancy Details | | | | | | | | |
| Post Title |  | | | | | | Vacancy Ref |  |
| Where did you find out about the vacancy? | |  | | | Date you are available to start work with us | | |  |
| Can you work the hours / shifts advertised? | | | Yes / No | If no, please give details |  | | | |
| Please tell us any dates you are unavailable for interview? | | |  | | | Salary Expectations | |  |

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| Personal Details | | | | | |
| Title |  | Surname |  | | |
| Forename/s |  | | National Insurance Number | |  |
| Address |  | | | | |
|  | | | | Postcode |  |
| Contact Number(s) |  | | | | |
| Email address |  | | | | |

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| Education & Qualifications | | | |
| Where a professional / academic qualification is an essential requirement of the job, we may seek to verify these with the relevant educational authorities. You may be asked to provide documentation at the job offer stage. | | | |
| **Professional institution**  (e.g. school, college, work based training course) | **Level & subject studied**  (e.g. GCSE Maths, Level 2 Health & Social Care, BSc in Palliative & End of Life Care) | **Type of qualification / grade or level achieved**  (e.g. pass, merit, distinction) | **Year in which your qualification was achieved** |
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| Current Study | | | |
| Please detail any study you are currently undertaking (please continue on a separate sheet, if required) | | | |
| **Professional institution** | **Level & subject** | **Expected qualification / grade or level** | **Year in which you expect to achieve your qualification** |
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| Career History – Please start with your most recent employer. Continue on a separate sheet if you wish. | | | | | |
| Name of organisation | |  | | | |
| Address of organisation | |  | | | |
| Date joined | |  | Are you still employed there? | | Yes / No |
| If no, date and reason for leaving | |  | | | |
| Are you / have you ever been subject to disciplinary poor performance proceedings whilst employed there? | | | | | Yes / No |
| Your job title |  | | Current / leaving salary | |  |
| Brief description of duties and responsibilities | | | | | |
| Name of organisation | |  | | | |
| Address of organisation | |  | | | |
| Date joined | |  | Date left |  | |
| Reason for leaving | |  | | | |
| Position held | |  | | | |
| Brief description of duties and responsibilities | | | | | |
| Name of organisation | |  | | | |
| Address of organisation | |  | | | |
| Date joined | |  | Date left |  | |
| Reason for leaving | |  | | | |
| Position held | |  | | | |
| Brief description of duties and responsibilities | | | | | |
| Name of organisation | |  | | | |
| Address of organisation | |  | | | |
| Date joined | |  | Date left |  | |
| Reason for leaving | |  | | | |
| Position held | |  | | | |
| Brief description of duties and responsibilities | | | | | |

Please add additional employers / information on a separate sheet

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| Employment/Education Gaps |
| If you have any gaps within your employment or education history, please state the reasons for the gaps below. |
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| Supporting Information |
| Please use this section to tell us in more detail about your skills and experience. This may have been gained whilst doing paid or unpaid work, apprenticeships, whilst at college or at any other time in your life.  What you write here will be compared against the criteria detailed in the Job Description and Person Specification.  Please ensure you mention anything here that demonstrates that you fulfil the criteria. Don’t assume that we will know. |
|  |
| Further Information & Guidance for completing the Additional Information section: |
| If you are successful at interview and offered employment, your offer will be conditional upon us receiving satisfactory further information. The type of information that we will require from you at this stage will vary depending on the role that you are offered. It may include information on:   * References - for all positions, you will be asked to provide the name, position and contact details of two referees. If you are, or have been employed, these should be your two most recent employers, your line manager or someone in a position of responsibility who can comment on your suitability for the post. If you are a student, you will need to provide contact details of a teacher at your school, college or university. * Your eligibility to work/remain in the UK * Your driving licence/record * Your fitness to practice, e.g. whether you are subject of a fitness to practice investigation or proceedings by a licensing or regulatory body in the UK or in any other country * Whether you have ever been removed from the register or have had conditions made on your registration by a fitness to practice committee or the licensing or regulatory body in the UK or in any other country * Criminal convictions, cautions, reprimands and similar criminal offence   **Driving**  Some roles require a current full driving licence. If you are unsure whether the post you are applying for requires this, please refer to the job advert, supporting recruitment information or Job Description/Person Specification. If this is not a requirement for your role, you are not required to complete the driving section below.  **Professional Registration**  For certain posts you are required to be registered with the relevant professional bodies (e.g. NMC, GMC, HCPC). Any offer of employment will be conditional on satisfactory registration checks with these bodies.  **Criminal Records**  If you are offered an interview, you will required to complete a criminal record declaration appropriate to the role. We recognise the contribution that former ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record, in itself, will not debar that person from being appointed to a role. Suitable applicants will not be refused roles because of offences which are not relevant to, and do not place them at, or make them a risk in, the role for which they are applying.  All cases will be examined on an individual basis.  Further guidance on disclosing a criminal record can be obtained from NACRO and DBS websites: <https://www.nacro.org.uk/resettlement-advice-service/>  <https://www.gov.uk/government/publications/dbs-filtering-guidance>  **Disclosure & Barring Service (DBS)**  If you are applying for a post involving access to persons in receipt of health services or supervising children, your offer of employment may be subject to a satisfactory disclosure from the Disclosure and Barring Service (DBS). Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment. If in doubt, please refer to the job advert, supporting recruitment information or Job Description/Person Specification.  For more information or advice on any of the above, please contact the HR Team. |

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| References | | | |
| Please provide details of two referees below. Your referees should be your two most recent employers. References will not be taken up before an applicant has accepted an offer of employment. **Please note; it is hospice policy to take up references via email, therefore email details are essential.** | | | |
| Type of reference | Employer / Educational / Personal (Please delete as appropriate) | | |
| Referee Name |  | | |
| Position/Job Title |  | Relationship to you (e.g Line Manager) |  |
| Organisation Name |  | | |
| Organisation Address |  | | |
| Contact Email |  | Contact Number |  |
| I authorise Weston Hospicecare to obtain references from the employer (above) | | | Yes / No |

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| Type of reference | Employer / Educational / Personal (Please delete as appropriate) | | |
| Referee Name |  | | |
| Position/Job Title |  | Relationship to you (e.g Line Manager) |  |
| Organisation Name |  | | |
| Organisation Address |  | | |
| Contact Email |  | Contact Number |  |
| I authorise Weston Hospicecare to obtain references from the employer (above) | | | Yes / No |

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| Additional Information *(see notes above)* | | | | | | | | | |
| **Eligibility to Work in the UK** | | | | | | | | | |
| Are you eligible to work in the UK? | | | Yes / No | If so, do you require a valid work permit? | | | | | Yes / No |
| Do you require EU settled status? | | | Yes / No | If yes, do you have EU settled status? | | | | | Yes / No |
| **Driving** | | | | | | | | | |
| Do you hold a current, full, clean UK driving licence? | | | Yes / No | Are you able to travel to and between our various locations for work/training purposes? | | | | | Yes / No |
| Do you have access to a car you can use for work purposes? | | | Yes / No | Do you have any current endorsements? | | | | | Yes / No |
| **Membership of Professional Bodies (e.g. NMC, GMC, HCPC)** | | | | | | | | | |
| Professional Body | |  | PIN/Registration No | | |  | | Expiry Date |  |
| Have you ever been subject to investigation/regulatory proceedings in the UK or other country? | | | | | | | | | Yes / No |
| Privacy Statement and Declaration | | | | | | | | | |
| In order to progress your application throughout the recruitment process, data contained within this form may be stored in both electronic and hard copy formats. Personal identifiable data will be held securely and only be accessed by authorised personnel within Weston Hospicecare.    If your application is successful we will retain your application form for the duration of your employment and up to 7 years after the end of your employment.  If your application is unsuccessful we will retain your application for up to 10 months; after this date it will be safely destroyed.  For more information, regarding data processing and storage please refer to our Privacy Statement shown on our website or by requesting our full suite of Information Governance policies from the HR Team.  **\* I understand and agree that data contained in this application form will be used for**  **employment recruitment purposes and will be stored and retained as detailed above.**  **\* I understand that the appointment, if offered, will be subject to information given on this**  **form and I agree that any deliberate omission, false statements or misrepresentation in the**  **application form will be grounds for rejecting this application or subsequent dismissal of**  **employed by the Hospice.** | | | | | | | | | |
| Signed |  | | | | Print name | |  | | |
| Date |  | | | | | | | | |
| If completing this form electronically, and your application is successful, you will be required to sign a hard copy of this form on appointment. | | | | | | | | | |

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| What will happen next |
| Please return your application to the HR Team by the closing date as detailed below:  Via email to: [hr.admin@westonhospicecare.org.uk](mailto:hr.admin@westonhospicecare.org.uk)  Via post to: The HR Team, Weston Hospicecare Limited, Jackson-Barstow House, 28 Thornbury Road, Uphill, Weston-super-Mare, BS23 4YQ  You will be contacted after the short listing process to confirm whether you have been selected for an interview, this can take around a week, but usually no more than two weeks from the closing date. |