

East Cheshire Hospice,
Millbank Drive,
Macclesfield, SK10 3DR



**East Cheshire
Hospice**
Where people come to live

Telephone: 01625 610364 Fax: 01625 612611 E-Mail: recruitment@echospice.org.uk

Position Applied for:

If you take up employment with East Cheshire Hospice, this form will be kept on your personnel file, and some details (personal information, qualifications, employment) will be held on the Personnel Information System. Personal information requested for Disclosure and Barring Service purposes, will be retained securely only as long as is relevant for the application process/ compliance with the Asylum and Immigration Act 1996. East Cheshire Hospice is an inclusive employer and seeks to provide equality of opportunity for all.

Title: Forename(s)

Surname: Maiden name:

Address:

Home Tel No:

Work Tel No:

Mobile Number:

E-Mail address:

National Insurance No:

State Registration Number and Date obtained, if appropriate:

Are you an EEA Citizen? Yes / No

If No please state:

Work permit No:

Duration (if applicable):

Have you applied for a post within East Cheshire Hospice before? Yes / No

If so which post:

Date of Application:

Do you know anyone who works at the Hospice?

Yes / No

If so, who:

Are you a member of the NHS Pension Scheme (or have been within the last 12 months)?

If so please provide SEC number:

DETAILS OF CURRENT EMPLOYMENT

Employers Name and Address:

Principal Duties:

Did this position involve working with vulnerable adults? Yes / No

Present Post:

Reason for Leaving:

Salary:

Date Employment Commenced:

DETAILS OF PREVIOUS EMPLOYMENT (Please list most recent first)

Employer Name and Address	Post held	From: Month/Year	To: Month/Year	Reason for Leaving

Continue on an additional sheet if necessary

EDUCATION				
Secondary Education	Establishment(s) attended:			
	Subject	Level	Grade	Year Obtained
Further Education	Establishment(s) attended:			
	Qualifications	Level	Year Obtained	
Professional Qualifications	Establishment(s) Attended:			
	Qualification	Level	Year Obtained	
Other Courses Attended:				
	Course Name	Date /Duration	Location	
Other Skills:				

ASSISTANCE WITH OUR APPLICATION PROCESS

*Under the terms of the Equality Act 2010, any discrimination on the grounds of disability is unlawful. East Cheshire Hospice is committed to maintaining an inclusive and diverse workforce. If you require any assistance with our application process for reasons of disability or any other reason please give details below. **Please note a positive answer to this question, will not affect the recruitment decision.***

RELEVANT / FURTHER INFORMATION

Please use this section to tell us why you feel you should be considered for this post.

Continue on a separate sheet if necessary.

Do you possess a full Driving Licence? Yes / No

Are you a car owner? Yes / No

Please indicate when you would be able to take up post if appointed:

Where did you see this vacancy advertised?

HOBBIES / INTERESTS / OUTSIDE ACTIVITIES**REFERENCES**

Please give the names, addresses and occupations of two referees; **one must be your present/last employer** who can give relevant information regarding your experience and qualifications for this appointment. A reference is normally sought from an employer when the applicant has been called for interview. The Hospice reserves the right to contact any previous employers other than those specified below. Any offer of employment is subject to us receiving two satisfactory references.

TITLE	NAME	TITLE	NAME
ADDRESS:		ADDRESS	
E-Mail:		E-Mail:	
Tel No:		Tel No:	
Fax No:		Fax No:	
OCCUPATION:		OCCUPATION:	
MAY BE CONTACTED PRIOR TO INTERVIEW? Yes / No		MAY BE CONTACTED PRIOR TO INTERVIEW? Yes / No	

DECLARATION

I DECLARE that the information I have given in support of my application, is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information on criminal convictions or fitness to practice, my application may be disqualified or, if I have already been appointed, my contract with East Cheshire Hospice may be terminated. I also understand that my appointment will be subject to satisfactory medical examination, references, and Criminal Record check via the Disclosure & Barring Service.

Signed _____ Date: _____

Name (please print) _____

ELIGIBILITY TO WORK (Asylum and Immigration Act 1996)

Under Section 8 of the Asylum and Immigration Act 1996, it is a legal requirement that employers establish that all staff are eligible to work in the UK. An employer must check and copy certain documents to comply with the legislation. You will need to bring the following with you to interview:

Either a valid **UK Passport** or both a **long birth certificate** (you can obtain one of these from your registry office) and a **document issued by the Inland Revenue**, Benefits Agency, the Contributions Agency or the Employment Service which states your National Insurance Number (e.g. a P45, a National Insurance card or a P60). If you are not a UK citizen, please contact the Hospice in advance of your interview to discuss documentation.

DECLARATION OF CRIMINAL CONVICTIONS AND FITNESS TO PRACTICE**1. CRIMINAL CONVICTIONS (all applicants)**

This employment is exempt from the Rehabilitation of Offenders Act 1974. Therefore, if you have any convictions or Police cautions against you, or any are pending, whether or not they are spent, you **MUST** declare them. This information will be treated in the strictest confidence and declaration of convictions will not automatically debar an applicant from employment.

Please note that convictions for minor traffic offences need not be declared

- A **CONVICTION** is: a criminal offence where a charge has been made and resulted in a verdict of guilt. This includes breach of the peace, being bound over and being cautioned.
- A **SPENT CONVICTION** is; any conviction that in ordinary circumstances you would not need to declare because the specified time given for rehabilitation has ended.

Are you or have you ever been bound over or convicted of any criminal offence?	Yes / No
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Have you ever received a police caution?	Yes / No
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Have you been charged with any offence that has not yet been disposed of in the UK or another country?	Yes / No
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If you answer yes to any of the above questions, please provide all details on a separate sheet

2. DBS ENHANCED DISCLOSURE

If the post for which you are applying is a “regulated position” under the provisions of the protection of children act, or subject to Disclosure Barring Service (DBS) enhanced disclosures please also answer the following:

Are you aware of any current police investigation in the UK or other country following allegations made against you?	Yes / No
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If you answer yes to any of the above questions, please provide all details on a separate sheet

3. FITNESS TO PRACTICE

If professional qualifications are an essential requirement of the post, please also answer the following

Have you ever been disqualified from practise or profession?	Yes / No
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Have you ever or are you currently subject to a fitness to practice proceedings or investigation by any regulatory or licensing body in the UK or any other country?	Yes / No
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Are you subject to any restriction, prohibition or limitation that would mean that you could not be considered for this post?	Yes / No
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If you answer yes to any of the above questions, please provide all details on a separate sheet

EQUALITY AND DIVERSITY DECLARATION

As an employer committed to creating an inclusive workforce, we need to monitor how our policies are operating. **Completion of this form or any part of this form is voluntary.** The information you provide is strictly confidential to East Cheshire Hospice. This information will not be used for any other reason than statistical analysis and maintaining our commitments under the “Two Ticks” scheme. All data recorded will be subject to the principles of the Data Protection Act and GDPR. The Data Protection Act and the GDPR protects individuals with regard to the processing of personal data, in particular by requiring personal data to be processed lawfully and fairly, on the basis of the subject’s consent or another specified basis.

Please complete the following details and/or delete as applicable:

Marital Status: married or civil partnership / single / widowed / divorced / separated / other

Name: **Date:**

Please tick one box only to identify your ethnic origin:

<i>African</i>	
<i>Arab Nations</i>	
<i>Asian</i>	
<i>Bangladeshi</i>	
<i>Caribbean</i>	
<i>Chinese</i>	
<i>Indian</i>	
<i>Irish</i>	
<i>Mixed Race</i>	
<i>Pakistani</i>	
<i>South East Asian</i>	
<i>White UK</i>	
<i>White Other</i>	
<i>Other</i>	

Gender: male / female / transgender / transsexual / other

Do you consider yourself to be disabled? (You are not required to give details)

YES/ NO



This exception under the provisions of s.158 of the Equality Act 2010, allows East Cheshire Hospice to ask this question as a participant in a policy of guaranteeing all disabled applicants who meet minimum criteria an interview (under the "two ticks" scheme that enables employers to demonstrate their commitment towards disabled applicants (see the [Directgov website](#) for more details)). East Cheshire Hospice’s commitment to positive action is the reason behind it asking this health / disability-related questions.

Please note, if you are submitting your form for a guaranteed interview under the Two Ticks scheme, you will need to submit this section with your application form.

This form is not part of the application process. You may submit it with your application form or you may to post, fax or email this form separately using the details below.

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