**Confidential application form for employment REF:**

**(OFFICE USE ONLY)**

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| **Position applied for:** |

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| Title: Forenames(s): |
| Surname: |
| Address: |
| Postcode: |
| Email address: |
| Telephone no. (home) |
| Telephone no. (mobile) |
| National insurance number: |
| NMC/GMC Pin No (for clinical staff only) |
| Full driving licence with access to a vehicle for business use: Yes  No |
| Do you have any UK employment restrictions? Yes No |
| If yes, please provide details: |

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| Where did you see this vacancy advertised? *(if online please state website)* |

**Equality and diversity monitoring form**St. Luke’s (Cheshire) Hospice recognises the benefits of having a diverse workforce and wants to meet the aims and commitments set out in its Equality and Diversity policy. This includes meeting the provisions of the Equality Act 2010 and building an accurate picture of the make-up of its workforce and to encourage and promote the principles of equality and diversity.

The information you provide will stay confidential, and be stored securely and limited to the staff in the organisation’s Human Resources department for monitoring purposes.

Please tick the appropriate boxes.

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| **Gender**: Male  Female |
| **Age**: 16-19  20-25  26-35  36-45  46-55  56-64  65+ |
| **Marital status**: Single  Married  Civil partnership  Divorced  Legally Separated  Widowed  Prefer not to say |
| **Religion or belief**: Atheism  Buddhism  Christianity  Hinduism  Islam  Jainism  Judaism  Sikhism  No Religion or Belief  Prefer not to say  Other (please specify) |
| **Sexual orientation**: Heterosexual  Gay  Lesbian  Bisexual  Prefer not to say |

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| **Do you consider yourself to have a disability:** Yes  No  Prefer not to say  If yes, please describe the nature of your disability. If you tell us that you have a disability we can make reasonable adjustment to ensure that any selection processes including the interview are fair and equitable.  Visual  Hearing  Learning Disability  Physical Or Mobility Condition  Mental Health Condition  Long Standing Illness E.G Diabetes/Cancer/HIV)  Other (Please Specify)    If you consider yourself to have a disability, do you require any reasonable adjustments to enable you to fully participate in the selection process? If yes, please give details below: |

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| **Ethnic Group**  **White or White British**: British  Irish  Any other white background please state:  **Black or Black British**: African  Caribbean  Any other black background please state:  **Asian or British Asian**: Bangladeshi  Indian  Pakistani  Any other Asian background please state:  **Mixed**: White & Black African  White & Black Caribbean  White & Asian  Any other mixed background please state:  **Other ethnic group**: Chinese  Arab  Any other ethnic group please state:  **Prefer not to say:** |

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| **REQUIREMENTS UNDER THE REHABILITATION OF OFFENDERS ACT 1974**  Because of the nature of the work for which you are applying this post **may** be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants therefore may not withhold information about convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, and, in the event of employment, failure to disclose when asked any convictions, cautions, reprimands or final warnings that are not “protected” under the provisions of the Act (as amended in 2013) could result in disciplinary action or dismissal by the Hospice.  Please note that convictions for minor traffic offences need not be declared.  PLEASE DISCLOSE ANY CONVICTIONS HERE (if no criminal convictions please write none): **If you are applying for a position to work in one of our Shops you do not need to answer this section**  **DISCLOSURE AND BARRING SERVICE**  St Luke’s Hospice uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants for relevant roles. The appointment to this Hospice post **may** be made subject to a disclosure check, and barred lists checks where applicable. Disclosure will not necessarily bar you from employment by St Luke’s Hospice. This will depend on the circumstances and background of your offences, and also relevance to the post. If you are offered a position with the Hospice, you will be required to provide original documentary evidence for proof of identity purposes. **If you are applying for a position to work in one of our Shops you will not be required to have a DBS Check.** |
| **DECLARATION:**  The information you provide on this form will be used to progress your application for employment and, if your application is successful, to administer your personnel record. Before starting your application and inputting your personal details, please read our [Privacy Notice](https://www.stlukes-hospice.co.uk/hr-privacy-notice/)  By choosing to signing the box below, you consent to the terms of the [Privacy Notice](https://www.stlukes-hospice.co.uk/hr-privacy-notice/) and are agreeing to your information being held and used as described above.  **I have read and agree to the St Luke’s Hospice HR Privacy Policy** |
| **Declaration:**  I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal.  **Signed: Date:** |

Pages 1 - 4 will be detached prior to shortlisting and retained in the HR section for monitoring purposes only.

**Education & Professional Qualifications**

**REF:**

**(for office use only)**

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*Please also indicate subjects currently being studied.*

*Qualifications disclosed**may be subject to a satisfactory check.*

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| **Subject/Qualification** | **Place of Study** | **Grade** | **Year Obtained** |
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**Relevant Training Courses Attended**

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| **Course Title** | **Training Provider** | **Duration** | **Year Completed** |
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**Membership of Professional Bodies**

*Please indicate if you are a member of a professional body e.g. CIPD, GMC*

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**Employment History**

**Present or Most Recent Employer**

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| **Current Job Title:** |
| **Employer:** |
| **Address:** |
| **Date of Commencement:** |
| **Leaving Date:** |
| **Notice Period:** |
| **Salary:** |
| **Brief description of your duties and responsibilities** |
| **Reason for leaving:** |

**Previous employer (please list most recent first)**

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| --- |
| **Job Title:** |
| **Employer:** |
| **Address:** |
| **Date of Commencement:** |
| **Leaving Date:** |
| **Notice Period:** |
| **Salary:** |
| **Brief description of your duties and responsibilities** |
| **Reason for leaving:** |

**Previous employer**

|  |
| --- |
| **Job Title:** |
| **Employer:** |
| **Address:** |
| **Date of Commencement:** |
| **Leaving Date:** |
| **Notice Period:** |
| **Salary:** |
| **Brief description of your duties and responsibilities** |
| **Reason for leaving:** |

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| --- |
| **Job Title:** |
| **Employer:** |
| **Address:** |
| **Date of Commencement:** |
| **Leaving Date:** |
| **Notice Period:** |
| **Salary:** |
| **Brief description of your duties and responsibilities** |
| **Reason for leaving:** |

**Supporting Statement**

*Please use this section to tell us why you feel you should be considered for this position including your reasons for applying for this role. If you are/or have been a volunteer at St Luke’s please outline your experience below.*

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**References**

Please provide the names and full contact details of the people who have agreed to supply references. References must as a minimum, cover the last three years employment and/or training history, where this is possible. Any offer of employment is subject to us receiving two satisfactory references.

**Reference 1**

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| **Title**: **Forename (s)**: |
| **Surname**: |
| **Address**: |
| **Postcode**: |
| **Email Address**: |
| **Contact number**: |
| **Occupation**: |

**Reference 2**

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| --- |
| **Title:** **Forename (s)**: |
| **Surname**: |
| **Address**: |
| **Postcode**: |
| **Email Address**: |
| **Contact number**: |
| **Occupation**: |

***Once you have completed your application please return to:***

[***recruitment@slhospice.co.uk***](mailto:recruitment@slhospice.co.uk)

***or***

***St Luke’s (Cheshire) Hospice***

***Grosvenor House, Queensway, Winsford, Cheshire CW7 1BH***