**EAST CHESHIRE HOSPICE EMPLOYMENT APPLICATION FORM**

East Cheshire Hospice,

Millbank Drive,

Macclesfield, SK10 3DR

Telephone: 01625 610364

E-Mail: recruitment@echospice.org.uk

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 if it 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.

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| --- | --- |
| Post applied for |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| First Name |  |
| Surname/Family Name |  |
| Preferred name  |  |
| Middle/other names |  |
| Title |  |
| Home Tel |  | Date of birth (dd/mm/yyyy) |  |
| Mobile Tel |  |  |  |
| Email address |  |
| **Home Address** |
| Address line 1 |  |
| Address line 2 |  |
| Town/City  |  |
| County  |  |
| Postcode |  |
| Eligibility to work in the UK  | Yes/No |
| Have you a current UK driving licence | Yes/No |

**EMPLOYMENT HISTORY**

Please record below the details of your previous employment, (minimum of 3 years employment history required), beginning with the most recent first. Please record the details of your current or most recent employer.

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| --- |
| Employer Name and address:  |
| Job Title |  |
| Type of business  |  |
| Leaving date (If applicable)  |  |
| Period of notice |  |
| Reason for leaving  |  |
| Description of duties and responsibilities  |
|  |

**PREVIOUS EMPLOYMENT HISTORY**

**Previous employer 2**

|  |  |
| --- | --- |
| Job title and employer |  |
| Start date |  |
| End date |  |
| Salary | ? |
| Reason for leaving  |  |
| Brief Description of duties and responsibilities  |
|  |

**Previous employer 3**

|  |  |
| --- | --- |
| Job title and employer |  |
| Start date |  |
| End date |  |
| Salary |  |
| Reason for leaving  |  |
| Brief Description of duties and responsibilities  |
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**EDUCATION AND PROFESSIONAL QUALIFICATIONS**

Include in this section all relevant qualifications listing the most recent first. Please also indicate subjects currently being studied. All required qualifications disclosed will be checked.

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| --- | --- | --- | --- |
| **Subject qualification** | **Place of study** | **Grade/result** | **Year obtained** |
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| **ASSISTANTANCE 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 diverse workforce. If you require any assistance with our application process for reasons of disability or any other, please provide details below.* ***Please note a positive answer to this question will not affect any recruitment decision.***  |
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| **DECLARIATION OF CRIMINAL CONVICTIONS AND FITNESS TO PRACTICE**  |
| Are you or have you ever been bound over or convicted of any criminal offence? |
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| Have you ever received a police caution? |
|  |
| Have you been charged with any offence that has not yet been disposed of in the UK or another country? |
|  |
| If you answer yes to any of the above questions, please provide all details here:  |
|  |
| Have you ever been disqualified from practice or profession?  |
|  |
| 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? |
|  |
| Are you subject to any restriction, prohibition or limitation that would mean that you could not be considered for this post? |
|  |
| If you answer YES to any of the above questions, please provide all details here: |
|  |
| **REFERENCES**  |
| Please give the names, addresses and occupations of two referees; **One must be your present/last employer** |
| Reference 1 | Reference 2 |
| Name/Position:  |  | Name/Position:  |  |
| Contact Telephone Number: |  | Contact Telephone Number: |  |
| Email:  |  | Email:  |  |
| May be contacted prior to interview: YES/NO | May be contacted prior to interview: YES/NO |

**SUPPORTING STATEMENT**

*Please describe below why you are interested in this post, your main achievements to date, the strengths you would bring to this post and any other information relevant to your application. This could include hobbies and pastimes that include positions of responsibility. Alternatively, please upload your most recent CV and or covering letter to support your application.*

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***This section can exceed more than one page, please use additional sheets if necessary.***

**DECLARATION**

*Please read this carefully before signing this application:*

*The information in this application is true and complete, to the best of my knowledge. I understand that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application, for East Cheshire Hospice to withdraw any employment offer, or, if employed, subsequent dismissal without notice.*

*I consent, that East Cheshire Hospice can seek clarification regarding professional registration details.*

|  |
| --- |
| Signed:  |
| Name  | Date |

*If returning by post, please send your completed form to:*

*East Cheshire Hospice*

*Millbank Drive*

*Macclesfield*

*Cheshire*

*SK10 3DR*

*If returning electronically, please email your completed form to:*

*Recruitment@echospice.org.uk*