**EMPLOYMENT APPLICATION**

**PERSONAL DETAILS:**

|  |  |
| --- | --- |
| **Post applied for:** | |
| **Surname:** | **First Name(s):** |
| **Telephone:** | **Email:** |
| **How would you travel for work?** | **Do you hold a current UK driving licence?** |

**CURRENT (OR MOST RECENT) EMPLOYMENT OR WORK EXPERIENCE**

|  |  |
| --- | --- |
| Title of Post: | |
| Name and Address of Employer: | |
| Date of Appointment | Period of Notice / Contract End Date |
| Summary of Duties Responsibilities  Reason for Leaving: | |

**PREVIOUS EMPLOYMENT** (most recent first - you may include unpaid work)

Please give a brief explanation of any periods of unemployment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s Name and Address | Post Held | Date  From | Date  To | Reason for leaving |
|  |  |  |  |  |

**EDUCATION AND QUALIFICATIONS** (most recent first). Please include details of any qualifications for which you are currently studying/expect to attain.

|  |  |  |  |
| --- | --- | --- | --- |
| Schools, Colleges Universities or other Training organisations | From\* | To\* | Programme of study/examinations taken (with levels and grades) |
|  |  |  |  |

\* Inclusion of qualification dates is not compulsory

**PERSONAL INTERESTS/HOBBIES**

|  |
| --- |
|  |

**INFORMATION IN SUPPORT OF THIS APPLICATION**

|  |
| --- |
| Please use the space below explain why you would be a good applicant for the post? (Max 250 words) |
| Our organisational values guide our behaviours through every decision and interaction. We are interested to know how you meet these values. Please describe examples that demonstrate that your personal values are aligned to ours. (max 250 words) |

**REFERENCES**

Please give the name, address and telephone number of two people who would be willing to give you a reference. If you are currently or have recently been in employment, one of these should be your current or last employer. If not, a referee should be a person who can make a statement with regard to your character, e.g. a school or college teacher. Referees must not be members of your family or related to you in any way.

Please note we will only contact references following a successful interview or offer of the post.

All fields must be completed.

|  |  |  |
| --- | --- | --- |
| **Name** | **Name** | |
| **Job Title (if applicable)** | **Job Title (if applicable)** | |
| **Business Address**  Post Code | **Business Address**  Post Code | |
| **Email Address** (this must be a business/professional email) | **Email Address** (this must be a business/professional email) | |
|  |  |
| **Telephone** | **Telephone** | |
| **In what capacity does this person know you?** | **In what capacity does this person know you?** | |

**APPLICANT’S DECLARATION**

I hereby give my consent, in connection with this application, for all previous employers, educational institutions and references to be contacted to obtain and verify the accuracy of information provided by me in support of this application.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of the application or immediate termination of employment, whenever it may be discovered.

I understand that First Contact Clinicalis permitted to hold personal information about me as identified on this application form as part of its recruitment procedures and personnel records.

**Note: First Contact Clinical**is an equal opportunities employer and does not unlawfully discriminate in employment. No information provided by the applicant will be used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by law.

**Finally, please complete the monitoring information at Appendix 1.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Surname:** | | **First Name(s):** | | | |
| **Address:** | | | | | |
|  | | | | **Postcode:** | |
| **Are you legally eligible for employment in the UK? Yes / No** (delete as applicable)  **Do you require a work permit to work in the UK? Yes / No** (delete as applicable)  *Please note that prior to making an offer of employment, we are required by law to verify documentary evidence (and maintain copies for our files) regarding a candidate’s eligibility to work in the UK. This applies to all applicants regardless of nationality/origin.* | | | | | |
| **Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)?**  **Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Y/N)?**  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  **Please give details and dates below:** | | | | | |
| **Applicant’s signature:** | | **Date:** | |

**APPENDIX 1** (Information provided with be treated in strictest confidence)

**DIVERSITY MONITORING INFORMATION**

**Please tick the box which best describes your cultural & ethic origin**

|  |  |  |
| --- | --- | --- |
| □ White British | □ Black British | □ Indian |
| □ White Irish | □ Black Caribbean | □ Pakistani |
| □ White European | □ Black African | □ Bangladeshi |
|  |  | □ Chinese |
| □ Other white origin  Please specify: | □ Other black origin  Please specify: | □ Other Asian origin  Please specify: |