

APPLICATION FOR EMPLOYMENT

Position Applied For **Specify Day/Night/Full/Part-Time:**

Surname **Title** **Forename**
Other name
 (where applicable)

Address **Post Code**

Telephone (Home) **(Work)** **(Mobile)**

Email Address

Pin Number (Nursing Staff Only)

Next of **Relationship** **Telephone**

Emergency Contact (if different from Next of Kin) **Telephone**
Current/Most Recent Job Details

Name of Employer **Date Commenced**

Employer's Address

Job Title **Hours Worked** **per**

Grade **Salary** **per**

Date left/ notice

Reason for leaving

Brief description of work done

I hereby give permission to contact my Current/Most recent employer for a reference

a) Prior to the offer of employment (Please type Yes or No)

b) Only if offered the position (please type Yes or No)

Name and Address for Current/Most recent Employer's Reference

Employment History (Please give brief details of other previous employment beginning with the most recent)

NAME & ADDRESS OF EMPLOYER	(MONTH + YEAR) (FROM TO)	JOB TITLE & DESCRIPTION	REASON FOR LEAVING
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Professional qualifications and memberships (Please give dates when qualifications were gained)

Further Education (College/University/School of Nursing)

NAME OF ESTABLISHMENT

QUALIFICATIONS GAINED

Education (Please give details below)

NAME OF SCHOOL

EXAMINATIONS TAKEN & RESULTS

Please use this space to explain how you fit the selection criteria, detailing relevant experience, skills and competencies (You may use TWO sides of A4 as continuation sheets).

Hobbies and interests:

Additional Reference

Please give the name and address of any additional referee (not a relative) who we may contact for a Reference:

NAME:

OCCUPATION:

ADDRESS:

TELEPHONE:

This appointment is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of the Offenders Act 1974 (Exemptions) Order 1975. You are therefore not entitled to withhold information about convictions which, for the purpose are 'spent' under the Provisions of the Act. All appointments are offered subject to the relevant Disclosure issued by the Criminal Records Bureau (see Equal Opportunities Policy). Any information given will be kept in the strictest confidence.

Please answer the following questions or reluctantly we will not be able to consider your application.

Are you currently the subject of any police investigation and/or prosecution, In the UK or any other country (Please state Yes or No)

Have you ever been convicted of any criminal offence required by law to be Disclosed, received a police caution in the UK, or a criminal conviction in any other country? (Please state Yes or No)

Are you currently the subject of any investigation or proceedings by any body having Regulatory functions in relation to health/social care professionals, including such a regulatory body, in any other country? (Please state Yes or No)

Have you ever been disqualified from the practice of a profession or required to practice it subject to specified limitations following a fitness to practice investigation by a regulatory body, in the UK or any other country? (Please state Yes or No)

Do you have a legal right to work in the UK? (Please state Yes or No)

DECLARATION:

I confirm that the answers I have given are correct, I have read the Equal Opportunities Policy and understand that failure to disclose relevant information may result in instant dismissal.

Signature:

*if completing electronically
entering your initials here acts
as your signature:* Date:

The Data Protection Act 1998 Information provided by you on this application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, the data will be stored for at least six months and then destroyed. If you are the successful candidate, relevant information may be taken from this form and used as part of your personnel record.

I confirm that the information provided by me on this application form is correct and gives a fair representation of my qualifications and work experience. I consent to the use of this information during the recruitment process.

Signature:

*if completing electronically
entering your initials here acts
as your signature:* Date:

Equal opportunities statement

Trinity is an equal opportunity employer.

The organisation is committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants. The employer aims to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. Therefore the organisation has adopted this policy as a means of helping to achieve these aims.

A key objective of the policy is so that the employer can provide a working environment in which people feel comfortable and confident that they will be treated with respect and dignity.

It is the employer's stated policy to treat all workers and job applicants equally and fairly irrespective of their sex, marital status, civil partnership status, trans-gender status, sexual orientation, race, colour, nationality, ethnic origin, national origin, culture, religion, age, or disability ('protected characteristics' as per the Equality Act 2010).

Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics. Direct discrimination may occur even when unintentional. It may also, in some cases, occur by association – i.e. where a person is put at a disadvantage due to a characteristic of another person.

Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same Protected Characteristic at a particular disadvantage.

For example, a requirement for GCSE English as a selection criterion. This would have a disparately adverse impact on people educated overseas and may not be justified if all that is needed is to demonstrate a reasonable level of literacy.

Harassment related to any of the Protected Characteristics is also prohibited. Harassment is dealt with further in our Harassment Policy.

Victimisation is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else's complaint.

The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, clients, customers, suppliers and former staff members.

All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status.

The employer is also committed to ensuring that no policy, procedure, provision, rule, requirement, condition or criterion will be imposed on any worker or job applicant without justification if it would be likely to put that person at a disadvantage on any of the above grounds.

Trinity's equal opportunities policy applies to all stages of the recruitment and selection process, as well as throughout individuals' employment.

All staff who have responsibility for recruitment, selection and promotion, or who supervise other staff, will receive equal opportunities training. Other staff will have the opportunity to attend awareness training in equality and the avoidance of discrimination.

Trinity will continue to review the effectiveness of this policy to ensure it is achieving its objectives and as part of this process will monitor the composition of job applicants.

EQUAL OPPORTUNITIES MONITORING FORM

In accordance with its Equal Opportunities Policy Statement, Trinity Hospice & Palliative Care Services will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of sex, race, religion, belief, marital status, sexual orientation, gender identity, physical and mental abilities or age. Together with your application form the information you give below will help us to monitor the effectiveness of this policy.

Completing the following details is optional. It will be separated from your application and the information you have provided here will be used only for statistical monitoring purposes.

PERSONAL DETAILS

POST APPLIED FOR:								
How did you hear of this vacancy?		GENDER (TICK):	MALE	<input type="checkbox"/>	FEMALE	<input type="checkbox"/>		
Do you have a disability within the meaning of the Equality Act 2010					YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
MARITAL STATUS (TICK):	MARRIED	<input type="checkbox"/>	SINGLE	<input type="checkbox"/>	OTHER (please specify)			
AGE BAND (TICK):	Under 18	<input type="checkbox"/>	18-24	<input type="checkbox"/>	25-44	<input type="checkbox"/>	45-64	<input type="checkbox"/>
ETHNICITY								
WHITE:	British		<input type="checkbox"/>	Irish		<input type="checkbox"/>		
<i>Or</i>	BLACK AND BLACK BRITISH:		Black Caribbean		<input type="checkbox"/>	Black African		<input type="checkbox"/>
<i>Or</i>	MIXED:	White and Asian	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	White and Black African		<input type="checkbox"/>
<i>Or</i>	ASIAN AND ASIAN BRITISH:		Indian		<input type="checkbox"/>	Pakistani		<input type="checkbox"/>
			Bangladeshi		<input type="checkbox"/>	Chinese		<input type="checkbox"/>
<i>Or</i>								
ANY OTHER ETHNIC GROUP (please specify)								
RELIGION OR BELIEF SYSTEM								
Christian	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	None	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	
ANY OTHER (please specify)								

DATA PROTECTION STATEMENT

The information provided on this form will be used initially for recruitment purposes only. If you are unsuccessful, the form will be retained for approximately 4 months and then shredded. If successful, the form will be filed and some data entered into our personnel databases for administrative purposes only.

Thank you for completing this form. Please return it with your job application form.