



HANNAGE BROOK MEDICAL CENTRE

APPLICATION FOR EMPLOYMENT

Job title	
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Personal Details

Title	
*Surname/Family name	
*First name	
Middle name	
Name in which you are registered with a professional body (if applicable)	
UK national insurance number	
Address	
*Postcode/Zip code	
*Country	
Home telephone number	
Mobile telephone number (only if UK registered)	
Preferred telephone number	<input type="checkbox"/> Home <input type="checkbox"/> Mobile
Your email address	
Do you have the right to work in the UK?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employment History

Please record below the details of your full employment history beginning with your current or most recent first. If required, please provide additional information regarding your employment history within the 'Supporting Information' section.

Start date of continuous NHS service (If applicable) <i>(MM/YYYY)</i>	
Months since most recent employment ended (if applicable)	

Current/most recent employer (reference always required)

Employer name			
Address			
Type of business		Telephone number	
Your job title			
Start date <i>(MM/YYYY)</i>		End date <i>(MM/YYYY)</i>	
Grade		Salary	
Reporting to (job title)		Period of notice	
Reason for leaving (if applicable)			
Brief description of your duties and responsibilities			

Previous Employer 1

Employer name	
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Address			
Type of business		Telephone	
Your job title			
Start date (MM/YYYY)		End date (MM/YYYY)	
Grade		Salary	
Reporting to (job title)		Period of notice	
Reason for leaving (if applicable)			
Brief description of your duties and responsibilities			

Previous Employer 2

Employer name			
Address			
Type of business		Telephone	
Your job title			
Start date (MM/YYYY)		End date (MM/YYYY)	
Grade		Salary	
Reporting to (job title)		Period of notice	
Reason for leaving (if applicable)			
Brief description of your duties and responsibilities			

Previous Employer 3

Employer name			
Address			
Type of business		Telephone	
Your job title			
Start date (MM/YYYY)		End date (MM/YYYY)	
Grade		Salary	
Reporting to (job title)		Period of notice	

Reason for leaving (if applicable)
Brief description of your duties and responsibilities

Previous Employer 4

Employer name			
Address			
Type of business		Telephone	
Your job title			
Start date (MM/YYYY)		End date (MM/YYYY)	
Grade		Salary	
Reporting to (job title)		Period of notice	
Reason for leaving (if applicable)			
Brief description of your duties and responsibilities			

Previous Employer 5

Employer name			
Address			
Type of business		Telephone	
Your job title			
Start date (MM/YYYY)		End date (MM/YYYY)	
Grade		Salary	
Reporting to (job title)		Period of notice	
Reason for leaving (if applicable)			
Brief description of your duties and responsibilities			

Previous Employer 6

Employer name			
Address			
Type of business		Telephone	
Your job title			
Start date (MM/YYYY)		End date (MM/YYYY)	
Grade		Salary	

Reporting to (job title)		Period of notice	
Reason for leaving (if applicable)			
Brief description of your duties and responsibilities			

If necessary please add additional employers/information on a separate sheet.

Employment Gaps

If you have any gaps within your employment history, please state the reasons for the gaps below.

References

Fields marked with an asterisk (*) are mandatory

Please provide the names and full contact details of your referees.

- References must cover a 3 year period of continuous employment, training or education. Your referees will need to confirm this. They may need to comment on your skills, personal qualities and suitability for the post.
- Your referee could be an HR department, line manager or someone in a position of responsibility.
- You must provide an email address for each referee. This may require you to contact your referee to confirm this prior to submitting your application, as this is a mandatory field.
- If you are a student or trainee this should include a teacher/tutor at your school/college or university.
- If you have not been in employment or education for the last 3 years, you may need to supply a character reference or a personal statement. A character reference must not be from a relative or someone who has a financial arrangement with you.
- Emails for employers must be a valid work email address and not the referee's personal email address unless the email being provided is covering a gap in work history or the employer no longer exists and the referee being used is a personal/character referee.
- All reference requests will be verified by the recruiting employer.

Referees may be approached before interview, unless you state otherwise below.

Referee 1 – Your current or most recent employer

* Type of reference	<input type="checkbox"/> Current employer <input type="checkbox"/> Previous employer <input type="checkbox"/> School/College/University/Higher Education <input type="checkbox"/> Personal/Character		
Title			
*Surname/Family name		* First name	
*Relationship			
Employer name			
Referee job title			
*Address			
*Postcode/Zip code			
Telephone		*Country	
*Referee email address		Fax	
Period this reference covers	From: (MM/YYYY) To: (MM/YYYY)		

*Can the referee be contacted prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Referee 2

Type of reference	<input type="checkbox"/> Current employer <input type="checkbox"/> Previous employer <input type="checkbox"/> <input type="checkbox"/> School/College/University/Higher Education <input type="checkbox"/> Personal/Character		
Title			
*Surname/Family name		* First name	
*Relationship			
Employer name			
Referee job title			
*Address			
*Post Code/Zip code			
Telephone		*Country	
*Referee email address		Fax	
Period this reference covers	From: (MM/YYYY) To: (MM/YYYY)		
*Can the referee be contacted prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

If you have applied to us within the last 3 months, are you happy for us to use the references from your earlier application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Supporting Information

In this section you need to demonstrate that you have read the published person specification and how you meet the essential and (where relevant) desirable criteria for this particular position. This can include relevant skills, knowledge, experience, voluntary activities, training etc.

Please indicate your reasons for applying and take the opportunity to highlight your particular talents and strengths, (what you feel you can personally offer- what is unique to you – what sets you apart from your peers).

If relevant to the post for which you are applying, you should include details about research experience, publications or poster presentations, clinical care (knowledge and skills) and clinical audit.

Please DO NOT include personal details or duplicate information already provided elsewhere in your application.

* Supporting information (Please continue on additional sheets if necessary).

Declaration

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

I agree to the above declaration			
Signature			
Name		Date	

MONITORING INFORMATION

This section of the application form will be detached from your application and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you.

NHS organisations recognise the benefits of a diverse workforce which reflects the wider population and welcome applications from all sections of the community. Also, under the Equality Act (2010), all NHS organisations must demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. We need to ask applicants some questions to make sure that no one is being unfairly discriminated against or disadvantaged.

The information collected is only used for anonymised monitoring purposes to help the organisation look at the profile of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act (2010).

As well as for monitoring, your date of birth will be used for administration purposes including pre-employment checks and creation of your personal record if you are appointed.

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of

- their age and sex;
- their race which includes colour, nationality, ethnic or national origin;
- their religion or belief, including a lack of any belief;
- their sexual orientation, be it bisexual, gay, heterosexual and lesbian

The Equality Act 2010 also protects people who are married or in a civil partnership.

* Please state your date of birth	
* Please indicate your gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects people who are married or in a civil partnership.

* Please indicate the option which best describes your marital status	
<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Civil partnership <input type="checkbox"/> Legally separated	<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects bisexual, gay, heterosexual and lesbian people from discrimination on the grounds of their sexual orientation.

* Which of the following options best describes how you think of yourself?	
<input type="checkbox"/> Heterosexual or Straight <input type="checkbox"/> Gay or Lesbian <input type="checkbox"/> Bisexual	<input type="checkbox"/> Other sexual orientation not listed <input type="checkbox"/> Undecided <input type="checkbox"/> Not stated (person asked but declined to provide a response)

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their race which includes colour, nationality, ethnic or national origin.

* Please indicate your ethnic origin		
<p>Asian or Asian British</p> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background	<p>Mixed</p> <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Any other mixed background	<p>Other Ethnic Group</p> <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group
<p>Black or Black British</p> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background	<p>White</p> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background	<input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their religion or belief, including a lack of any belief.

* Please indicate your religion or belief		
<input type="checkbox"/> Atheism <input type="checkbox"/> Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Hinduism	<input type="checkbox"/> Islam <input type="checkbox"/> Jainism <input type="checkbox"/> Judaism <input type="checkbox"/> Sikhism	<input type="checkbox"/> Other <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on your ability to carry out normal day to day activities.

Further information regarding the definition of disability can be found here:

<https://www.gov.uk/definition-of-disability-under-equality-act-2010>

Reasonable adjustments will be made available should you be invited to interview.

<p>* According to the definition of disability do you consider yourself to have a disability?</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I do not wish to disclose this information </p>
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<p>Please identify the category which applies to you or other type of disability. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'Other'.</p>	
<input type="checkbox"/> Physical impairment <input type="checkbox"/> Sensory impairment <input type="checkbox"/> Mental health condition	<input type="checkbox"/> Learning disability/difficulty <input type="checkbox"/> Long-standing illness <input type="checkbox"/> Other
<p>If you have a disability, do you wish to be considered under the Guaranteed Interview Scheme if you meet the minimum criteria as specified in the person specification?</p>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Relationships

<p>If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship:</p>

Safeguarding (Fields marked with an asterisk (*) are mandatory)

This section of the application form will only be viewed by those who need to see it as part of the recruitment process.

The organisation will treat any information disclosed in the strictest confidence.

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The organisation aims to promote equality of opportunity and is committed to treating all applicants equally and fairly based on their skills, experience and ability to fulfil the duties of the role being applied for.

Suitable applicants will not be refused positions because of criminal record information of other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

During the rehabilitation period you are required to declare current 'unspent' criminal convictions or cautions (including reprimands and final warnings).

You are not legally required to provide any information about criminal offences that have become spent. Certain criminal offences can be regarded as spent after a specified rehabilitation period as outlined by the Rehabilitation of Offenders Act 1974.

Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the information you provide and the position you are applying for.

* Do you have any UNSPENT convictions as outlined in the Rehabilitation of Offenders Act 1974?

This includes any unspent convictions that may have been issued in any other country, where it would be an equivalent offence in England and Wales.

It also includes all unspent convictions or Summary Hearings that have been issued under military law while serving in the Armed Forces in the UK or any other country, where it would be an equivalent offence in England and Wales.

You **are not** required to disclose any information in relation to convictions that have become SPENT. In these circumstances you should select NO to this question.

Please refer to further information in the ['Application form Help - criminal background'](#) section before completing this question. *

<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If you have answered YES, you now have two options on how to disclose this information. *</p> <p><input type="checkbox"/> I want to disclose the information now</p> <p><input type="checkbox"/> I want to disclose the information separately</p>
<p>If you have selected 'I want to disclose the information now' please provide details of the conviction or Summary Hearing including the date and sentence administered in the space below. *</p>
<p>If you have selected 'I want to disclose the information separately' you can disclose your record separately together with any statement detailing your unspent conviction or Summary Hearing.</p> <p>A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately.</p>

<p>*</p> <p>Do you have any UNSPENT cautions, reprimands or final warnings as outlined in the Rehabilitation of Offenders Act 1974?</p> <p>This includes any unspent cautions, reprimands or final warnings that may have been issued in any other country, where it would be an equivalent offence in England and Wales.</p> <p>It also includes all unspent cautions that have been issued under military law while serving in the Armed Forces in the UK or any other country, where it would be an equivalent offence in England and Wales.</p> <p>You are not required to disclose any information in relation to cautions, reprimands or final warnings that have become SPENT. In these circumstances you should select NO to this question.</p> <p>Please refer to further information in the 'Application form Help - criminal background' section before completing this question. *</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If you have answered YES, you now have two options on how to disclose this information. *</p> <p><input type="checkbox"/> I want to disclose the information now</p> <p><input type="checkbox"/> I want to disclose the information separately</p>

<p>If you have selected 'I want to disclose the information now' please provide details of the cautions, reprimands or final warnings including the date and sentence administered in the</p>

space below

If you have selected 'I want to disclose the information separately' you can disclose your record separately together with any statement detailing your unspent conviction or Summary Hearing.

A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately.

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)

The role you have applied for is exempt from the provisions normally afforded to individuals under the Rehabilitation of Offenders Act 1974. This means that the employer can obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, in certain circumstances, the Police Act 1997.

Enhanced disclosures may include other relevant non-conviction information held on police databases, at the discretion of the police or Chief Constable of the relevant police force.

Before you complete this form, it is important for you to read the highlighted note in the section below.

If you have a criminal record and are unsure about what might be revealed about you as part of a DBS check, or the type of information you should consider declaring when completing this form, the following links to guidance will help provide more clarity:

The simple guide to filtering (Unlock) at: hub.unlock.org.uk/knowledgebase/filtering-simple-guide/

Practical guidance on the DBS filtering rules (NACRO) at: www.nacro.org.uk/resettlement-advice-service/support-for-individuals/

Do you have any convictions that are not protected (i.e. eligible for filtering) as outlined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) (the Exceptions Order)?

It also includes all convictions or Summary Hearings that have been issued under military law while serving in the Armed Forces, either in the UK or any other country, where the equivalent offence in England and Wales is not protected.

You are not required to disclose any information in relation to the above if ALL convictions are protected (i.e. eligible for filtering) as outlined in the Exceptions Order. In these circumstances you should select NO to this question.

This requirement is regardless as to whether any conviction is spent or remains unspent.

Please refer to further information in the '[Application form Help - criminal background](#)' section before completing this question. *

Yes No

If you have answered YES, you now have two options on how to disclose this information. *

- I want to disclose the information now
- I want to disclose the information separately

If you have selected 'I want to disclose the information now' please provide details of the conviction or Summary Hearing including the date and sentence administered in the space below. *

If you have selected 'I want to disclose the information separately' you can disclose your record separately together with any statement detailing your unspent conviction or Summary Hearing.

A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately

Do you have any cautions, reprimands or final warnings that are not protected (i.e. eligible for filtering) as outlined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) (the Exceptions Order)?

It also includes all cautions, reprimands or final warnings that have been issued under military law while serving in the Armed Forces, either in the UK or any other country, where the equivalent offence in England and Wales is not protected.

You are not required to disclose any information in relation to the above if ALL convictions are protected (i.e. eligible for filtering) as outlined in the Exceptions Order. In these circumstances you should select NO to this question.

This requirement is regardless as to whether any caution, reprimand or final warning is spent or remains unspent.

Please refer to further information in the '[Application form Help - criminal background](#)' section before completing this question. *

Yes No

If you have answered YES, you now have two options on how to disclose this information. *

- I want to disclose the information now
- I want to disclose the information separately

If you have selected 'I want to disclose the information now' please provide details of the caution, reprimand or final warning, including the date and reason administered in the space below *

If you have selected 'I want to disclose the information separately' you can disclose your record separately together with any statement detailing your unspent conviction or Summary Hearing.

A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately