

## EMPLOYMENT APPLICATION

This form may not allow sufficient space for provision of the information requested, or other information you feel would be relevant to the application. If this is the case, please include additional sheets.

### PERSONAL DETAILS:

|   |  |
|---|--|
| <b>Post applied for:</b>  |  |
| <b>Where did you see the post advertised?</b>   |  |
| <b>Surname:</b>   | <b>First Name(s):</b>                  |
| <b>Address:</b>   |  |
| <b>Postcode:</b>  |  |
| <b>Telephone No: Daytime:</b>   | <b>Evening:</b>                        |
| <b>E-mail address:</b>  |  |
| <b>Are you legally eligible for employment in the UK?</b>   | <b>Yes / No</b> (delete as applicable) |
| <b>Do you require a work permit to work in the UK?</b>  | <b>Yes / No</b> (delete as applicable) |
| <i>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.</i> |  |
| <b>Have you any criminal convictions which are not 'spent'?</b><br><b>Yes / No</b> (delete as applicable)<br><b>If yes please give dates and details.</b>   |  |

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

|  |                                      |
|--|--------------------------------------|
| Title of Post                                    |                                      |
| Number of Hours worked per week:                 |                                      |
| Name and Address of Employer                     |                                      |
| Postcode   |                                      |
| Nature of Business                               | Date of Appointment                  |
| Salary and Hourly Rate<br>(Full time equivalent) | 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 | Title of Post Held | Salary and Scale (FTE) | Date From | Date To | Reason for leaving |
|-----------------------------|--------------------|------------------------|-----------|---------|--------------------|
|                             |                    |                        |           |         |                    |

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

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

\* Inclusion of qualification dates is not compulsory

**PERSONAL INTERESTS/HOBBIES**

|  |
|--|
|  |
|--|

## APPLICANTS WHO ARE PATIENTS OF LISTER MEDICAL CENTRE

Lister Medical Centre considers that employing staff who are patients of the practice has significant disadvantages both to the patient and to the practice. Please note therefore that if your application is successful, you will be required to register elsewhere.

## 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.

|   |   |
|---|---|
| Name  | Name  |
| Job Title (if applicable)   | Job Title (if applicable)   |
| Address   | Address   |
| Postcode  | Postcode  |
| Telephone   | Telephone   |
| How does this person know you?  | How does this person know you?  |
| If required, may we take up reference before interview?<br><br><b>Yes / No (delete as applicable)</b> | If required, may we take up reference before interview?<br><br><b>Yes / No (delete as applicable)</b> |

## INFORMATION IN SUPPORT OF THIS APPLICATION

In your own words, describe the sort of work you think you would be asked to undertake if you were successful in getting this job:

Please use the space below explain why you would be a good applicant for the post, including any experience you have gained, skills you have to offer (for example, IT skills) and personal qualities. This may include work and voluntary/domestic activities (e.g. school committees, charity work). Please relate your comments to the job description and advertisement.

Please continue on an additional sheet if necessary

**If you are selected for interview, are there any reasonable adjustments you would need us to make to make it easier for you to attend?**

**Yes / No (delete as applicable)**

**If yes, please give details:**

### **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 *[Practice name]* is permitted to hold personal information about me as identified on this application form as part of its recruitment procedures and personnel records.

**Note:** *[Practice name]* 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.

**Applicant's signature:**

**Date:**

**This form should be returned to Bethany Wilson**

## DIVERSITY MONITORING INFORMATION

|                |   |
|----------------|---|
| Date of birth: | [optional – you do not need to complete this] This page will be removed from the application papers prior to assessment and is used only to monitor recruitment processes |
|----------------|---|

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

|  |  |  |
|--|--|--|
| <input type="checkbox"/> White British                         | <input type="checkbox"/> Black British                         | <input type="checkbox"/> Indian                                |
| <input type="checkbox"/> White Irish                           | <input type="checkbox"/> Black Caribbean                       | <input type="checkbox"/> Pakistani                             |
| <input type="checkbox"/> White European                        | <input type="checkbox"/> Black African                         | <input type="checkbox"/> Bangladeshi                           |
|  |  | <input type="checkbox"/> Chinese                               |
| <input type="checkbox"/> Other white origin<br>Please specify: | <input type="checkbox"/> Other black origin<br>Please specify: | <input type="checkbox"/> Other Asian origin<br>Please specify: |

|                            |                      |
|----------------------------|----------------------|
| <b>FOR OFFICE USE ONLY</b> |                      |
| DATE APPLICATION RECEIVED: | INTERVIEW: YES / NO  |
| SHORTLIST YES / NO         | NOTES ON REFERENCES: |