

JOB APPLICATION FORM

Candidate identification number:

(Office use only)

Please complete and return to HR Department, St Vincent's Hospice, Midton Road, Howwood, Renfrewshire, PA9 1AF or by email to hr@svh.co.uk. This form will be kept in confidence when completed and returned to us.

Part A	
Application for (job title)	Job reference number:

Fair treatment statement

No applicant shall be unfairly discriminated against on account of their age, cultural/religion/political belief, disability, ethnicity, gender, race, relationship status, sexual orientation, and/or Trade Union membership/stewardship.

Only 'Part C' of your application will be made available to short-listing panels.

Personal details:

Surname:	Forename(s):
Name known by (if different)	Title:
Address:	Contact telephone number(s)
	Day:
Postcode:	Evening:
E-mail address:	Mobile:

Work permit

Do you need a work permit to take up this post?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Working in the UK

Are you eligible to work in the UK	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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I have completed Parts A to D of this application form and the details I have supplied are, to the best of my knowledge, true and complete. If appointed to this post this information will be kept as part of my personal file record. I authorise you to obtain references to support this application if I am identified as a preferred candidate following interview. I understand that details of Educational Qualifications, Membership of Professional Bodies and Referee Reports will be verified in writing via the establishments and individual I have indicated.

Signature:	Date:
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Job Reference Number:	PART B
Candidate Id Number:	

Footnotes and Declaration

Footnote (1)

The Rehabilitation of Offenders Act 1974 provides for many people who have been convicted of certain criminal offences the opportunity to have no need to refer to these convictions or the circumstances relating to them in the course of their daily lives. Certain convictions can, therefore, be regarded as spent after the lapse of a period of years under the terms of the ACT. The employment for which you are applying is **excluded** in the provisions of the Act unless otherwise stated in the job description. Unless stated, you are required **not to withhold** information about convictions which for other purposes are “spent” under the provisions of the Act. This means that all previous convictions must be declared. If you are offered employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given, however, will be completely confidential and will be considered only in relation to the post for which this application form refers.

I declare that I have: (a) No previous convictions
 (b) Previous convictions – details of which I give below

(This information will be verified by Disclosure Scotland)

Footnote (2)

In processing any personal information or data we hold about you we will comply with the requirements of the Data Protection Act 1988 (the “Act”). In particular all reasonable steps will be taken to ensure data is processed fairly, kept secure, protected against loss or damage & only disclosed (unless required by law or legal process) on the need to know basis. Under the Act you are entitled to ask us in writing to provide copies of certain data we hold about you upon payment of the appropriate fee.

Declaration:

I declare that to the best of my knowledge the information contained in this form is accurate and I consent to details being retained confidentially and used for specific and lawful purposes as specified in the Data Protection Act 1998.

Signature:	Date:
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		PART C	
Application for (Job Title)		Job Reference No.	
Department:		Candidate Id No.	
Qualifications Achieved			
Subjects	Type of Qualification e.g. Standard Grade, GCSE, Higher, BSc	Grade Achieved	
Qualifications Currently Studying			
Subjects	Type of Qualification e.g. Standard Grade, GCSE, Higher, BSc	Grade Anticipated	Dates Anticipated
Membership of Professional Regulatory Bodies			
Full name of organisation(s)	Registration Number	Renewal Date	

Job Reference		PART C
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Candidate Id No.	
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Present Post

Job Title: _____

Grade: _____ Date of starting Grade: _____

Employer: _____

Date of employment: From: _____ To: _____

Reason for Leaving (if applicable) _____

Notice Period: _____ Current Salary: _____

Role Purpose / Summary of Responsibilities

Employment History

Starting with your most recent employment first and working down the page:

Job title	Employer	Date from	Date To

Job Reference		PART C
Candidate Id No.		
Referees		
<p>Your referees should include your present (or most recent) employer. Please identify below the person in your organisation (for internal candidates this is your direct line manager) who is authorised to confirm your employment and the details given in your application. Please identify a second referee who may have closer knowledge of your skills, knowledge and abilities and who may offer opinion on your suitability for this post. You should not use family members or friends. Our pre-employment screening also includes, where appropriate, health and fitness for work, criminal records, qualifications and professional registration. Please note that references will only be taken up for preferred candidates following interview.</p> <p style="text-align: right;">Permission granted: YES / NO</p>		
Name 1:	Designation:	
Address:		
Telephone:	E-mail:	
Name 2:	Designation:	
Address:		
Telephone:	E-mail:	
Disability		
<p>The Disability Discrimination Act 1995 (DDA) and Amended Regulations 2005 defines Disability as follows “any physical or mental impairment which has a substantial adverse effect on a person’s ability to carry out normal day to day activities.”</p> <p>Do you have a physical or mental health condition or disability that has a substantial effect on your ability to carry out day today activities and has lasted or expected to last 12 months or more?</p> <p style="text-align: center;">YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Please specify any special requirements you require if attending for interview (e.g. Induction Loop, Wheelchair Access, Signer)</p>		
Driving Licence (See job description – only complete if a driving licence is essential)		
Do you have a driving licence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Job Reference		PART C
Candidate Id No.		
Statement in Support of Application – Please provide other information that may be relevant to your application, for example; experience and major achievements to date, personal qualities, skills and attributes.		
Empty space for the statement		
<input type="checkbox"/> Newspaper (which one?) <input type="checkbox"/> Professional Journal (which one?) <input type="checkbox"/> Vacancy Bulletin <input type="checkbox"/> SHOW (NHS Scotland Website) <input type="checkbox"/> Job Centre Plus <input type="checkbox"/> Other (please specify)		

Job Reference		PART D
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Candidate Id No.	
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Equal opportunities monitoring

We want to ensure that our job opportunities are open to all. The only way we can ensure there is equal opportunity is to measure applications we receive. Therefore this form asks you for your ethnic origin, gender, disability, religion, sexuality and age. The information you provide in this part of the form (Part D) is confidential and is **not** used in the selection process. It will be separated from the rest of the form when we receive it.

1. You are: Female Male

2. Do you consider yourself, or have you ever considered yourself as transgender? This could include considering or intending to undergo gender reassignment surgery or not identifying with your assigned birth gender.

No Yes Prefer not to say

3. What is your date of birth:

4. Do you have a physical or mental health condition or disability that has a substantial effect on your ability to carry out day to day activities and has lasted or expected to last 12 months or more?

No Yes

If Yes, please describe here the nature of the disability and any special arrangements for interview / work locations:

Job Reference		PART D
Candidate Id No.		

5. What is your ethnic group?

Choose one section from A to F, then tick the appropriate box to indicate your cultural background

A) WHITE Scottish Irish Other British
Other white Background

B) MIXED Any mixed background

C) ASIAN; ASIAN SCOTTISH; ASIAN ENGLISH; ASIAN BRITISH:
Pakistani Indian Chinese
Bangladeshi Other Asian background

D) BLACK; BLACK SCOTTISH; BLACK BRITISH
Caribbean African
Other Black background

E) Other ethnic background:
Any other background

F) Prefer not to answer

6. What is your religion?

A) Buddhism **B) Christianity – Church of Scotland** **C) Hinduism**
D) Judaism **E) Islam** **F) Christianity – Roman Catholic**
G) Christianity (other) **H) Sikhism** **I) Other faith / belief**
J) Prefer not to answer

7. What is your sexual orientation?

Bi-sexual Lesbian / Gay Woman Heterosexual (straight)
Gay man Other Prefer not to answer