

## Application form

### Please return your completed forms to:

Prospect Hospice, Moormead Road, Wroughton, Wilts, SN4 9BY

Some posts working within Prospect Hospice will be subject to a DBS (Disclosure and Barring Service) check. Prospect Hospice complies fully with the DBS code of practice and undertakes to treat all applicants fairly.

### Please complete in **BLOCK CAPITALS** and black ink.

Position applied for:

Where did you hear of the vacancy?

Title:  Surname:  Forename(s):

Permanent address (including post code):

Daytime telephone:  Home telephone:

Mobile telephone:  Email:

UK National Insurance Number:

### Only answer if driving licence and/or use of vehicle is a requirement of role

Do you hold a current full driving licence?  Yes  No

If required, would you be prepared to provide car for work use?  Yes  No

Have you been convicted of any motor offence(s) resulting in disqualification?  Yes  No

Can you provide evidence of your eligibility to work on a permanent basis in the UK under the requirements of The Immigration, Asylum and Nationality Act 2006?  Yes  No

Please note that in the event of being offered the post, you will be requested to provide such evidence.

## Education and training

### Education

Subject:	Level/qualification:	Date gained:

Professional membership/registration details (including registration/membership number):

## Training

Course level:	Course provider:	Dates:	Duration:

## Employment history

Please start with your present/most recent employment and then work backwards. Please give exact dates of all employment and include periods of breaks in employment and reasons:

Employer:	Position held and responsibilities:	Reason for leaving:	Dates of employment:

### Employment history (continued)

Employer:	Position held and responsibilities:	Reason for leaving:	Dates of employment:

### Supporting statement

Please provide your reasons for applying for this position and additional information that shows how you match the specification. If you believe you have the necessary experience and skills, then please tell us:

## References

Please supply details of employment referees that cover a period of the last three years. For example, if you have had four employers in the past three years, we will require details for each of these. If you are in current employment, one reference must be from your current employer. For nursing staff, the reference must not be given by someone lower than senior sister/clinical nurse manager. Ensure the people you name are able to provide an objective assessment of your work performance. Please do not give the name of any relative or friend (even if you have worked for/with them).

### Referee one:

Title:  Surname:  Forename(s):

Address (including post code):

Email:  Daytime telephone:

Can they be contacted prior to interview?  Yes  No

### Referee two:

Title:  Surname:  Forename(s):

Address (including post code):

Email:  Daytime telephone:

Can they be contacted prior to interview?  Yes  No

### Referee three:

Title:  Surname:  Forename(s):

Address (including post code):

Email:  Daytime telephone:

Can they be contacted prior to interview?  Yes  No

### Referee four:

Title:  Surname:  Forename(s):

Address (including post code):

Email:  Daytime telephone:

Can they be contacted prior to interview?  Yes  No

### Referee five:

Title:  Surname:  Forename(s):

Address (including post code):

Email:  Daytime telephone:

Can they be contacted prior to interview?  Yes  No

## Disabilities

Do you require any special arrangements to be made for any interview on account of disability?  Yes  No

If **'yes'**, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010:

## Rehabilitation Offenders Act 1974 (exceptions order 1975)

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

Prospect Hospice undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

If you are applying for a post involving access to persons in receipt of health services, your offer of employment may be subject to a satisfactory disclosure from the Disclosure and Barring Service (DBS). Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment.

In order to protect certain vulnerable groups within society, there are a number of posts at Prospect Hospice that are exempt from the provisions of the Rehabilitation of Offenders Act 1974. If the post you have applied for falls within this category, it will be exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants for such posts are not entitled to withhold any information about convictions or other relevant criminal record information which for other purposes are 'spent' under the provisions of the Act. Any information provided will be confidential and will be considered only in relation to posts to which the Order applies.

From 12 October 2009 under the terms of the Safeguarding Vulnerable Groups Act (2006), all positions involving regulated and certain controlled activity with children and vulnerable adults and which are carried out frequently, intensively or overnight will require an enhanced Disclosure and Barring Service (DBS) check.

You will be advised within the advertisement for the post for which you are applying whether the post is exempt.

Are you currently bound over or do you have any unspent convictions issued by a Court or a Court Martial in the UK or any other country?  Yes  No

If **'yes'**, please supply details below:

## Declaration

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

Prospect Hospice treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the privacy notice.

I understand that any appointment offered may be subject to health clearance, confirmation of qualifications and professional registration, enhanced/standard Disclosure check and references, all of which must be deemed satisfactory by Prospect Hospice. In accordance with the General Data Protection Regulations, I hereby authorise you to carry out checks on any and all of my qualifications and/or registration from any establishment or employer and I give my consent to Prospect Hospice processing the data supplied in this application form for the purpose of recruitment and selection.

I declare that the information I have given in support of this application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or if I have already been appointed, I may be dismissed without notice.

Signed:

Date: