

# Application for Employment



Please either type directly in this form and print it out or print it out and complete in black ink and BLOCK CAPITALS (except Section 7, Experience/Skills). Sign the form and return it by the closing date in the advert to: Practice Manager, Sandy Lane Surgery, Sandy Lane, LEYLAND PR25 2EB. Please note that we are unable to accept forms as email attachments.

<b>1 Vacancy Details</b>
Post:
Preferred number of hours, where applicable:

<b>2 Personal Details</b>	
Surname:	First Name(s):
Previous surname(s):	
Address:	Telephone (home)
	Telephone (work)
	Mobile:
Post Code:	
Email address:	
Do you hold a current driving licence?	Yes / No
National Insurance Number:	
Are there any restrictions regarding your employment?	Yes / No (If yes, please supply details on a separate piece of paper)
Are you related to a Partner or member of staff within Sandy Lane Surgery? Yes / No	
If yes, please give details:	

<b>3 Present Employment (or most recent employment)</b>	
Name and Address of Employer:	Telephone:
	Date Appointed:
	Notice Required:
	Leaving date (if applicable):
	Salary:
Post Code:	
Position:	
Reason for leaving/changing:	
Brief outline of duties and responsibilities:	

**4 Previous Employment**

Please tell us about your previous employment, starting with the most recent. Please account for any breaks in employment.

From	To	Name of Employer	Job Title	Reason for leaving

Continue on a separate piece of paper if necessary and attach to this application

**5 Education**

Please tell us about your education and any qualifications you hold, starting with the most recent.

Name of University/ College/School/Training body	Qualification	Grade/Level	Date gained

Continue on a separate piece of paper if necessary and attach to this application

**6 Training**

Please list any training you have received in the last 3 years and courses which did not lead to a qualification but are relevant to the post.

Dates of course	Duration	Course Title

Continue on a separate piece of paper if necessary and attach to this application

**7 Experience/Skills**

This section is for you to give specific information in support of your application. Please add any additional information on no more than two sides of A4 paper.

After reading the Job Description and Person Specification, carefully consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application. You may wish to use headings in the person specification to set the information out clearly.

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**8 Referees**

Please give the name, address and position or occupation of two referees and specify their relationship to you (eg line manager, tutor). One must be your present or most recent employer and the other your next most recent employer for whom you have worked longer than three months. Character references will only be accepted when it is not reasonable to obtain another employment reference.

Referee 1		Referee 2	
Name:		Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
Post Code:		Post Code:	
Telephone:		Telephone:	
Relationship:		Relationship:	
May we contact prior to interview? Yes / No		May we contact prior to interview? Yes / No	

**9 Disclosure of criminal background**

Due to the sensitive nature of this post, you are required to disclose details of any criminal record. The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed. Applicants for this post are not entitled to withhold information about convictions which for other purposes are spent under the provisions of the Act. The post is subject to enhanced or standard disclosure from the Criminal Records Bureau.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? This includes motoring convictions but not parking offences. Yes / No

If yes, please give details of offences, penalties and dates.

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes / No

If yes, please give details.

Please note that having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of the offence. Please do not automatically disqualify yourself from applying for the post on the basis that you have a criminal record.

**10 Declaration**

The information in this section 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.

I give my permission for this personal information to be stored and processed for the purpose of arriving at a selection decision. I also give permission for the information provided to be used to form the basis of personnel records should I be appointed.

Signed..... Date:.....