



EMPLOYMENT APPLICATION FORM – SUPPORTING NOTES

IMPORTANT - PLEASE READ

If you are already working, unemployed, returning to work after a break, or looking for your first job after school/college/university, please use these notes to help you fill in your application form as best as possible. Please read them before filling in your form. We are not able to interview everyone who applies for a job. Your application form is one way we can check if you are the right person for the job. The information you put on the form will help us choose people for interview. With the application form is a job description and person specification. Read them carefully so that you know what the job is. You need to think about your own skills and experience and if they match what we are looking for.

The job description explains what the main duties and responsibilities are for the job you are applying for.

The person specification sets out what experiences, skills, abilities and qualification you need to have to do the job.

These requirements may be split into two groups.

- i) Essential criteria – what you definitely need to have to be able to do the job. If you do not have them you will not be able to do the job and will not be invited for interview.
- ii) Desirable criteria – you may have something extra which will help to choose you rather than someone else.

Your application will be checked against the person specification and job description

GENERAL POINTS

- o Please read every part of the application form carefully. You may find it helpful to do a rough copy first. This helps you to stop making mistakes and allows you to clearly write your application.
- o Write in a clear and positive way. Make sure all parts of the application form are completed clearly and as fully as you can.
- o Keep to the facts - you may have to explain any information you have given.
- o Make sure your application links to the person specification for the job that you are applying for.
- o If you run out of space you may use extra pages, but make sure they are clearly named.
- o Make sure your application form is sent back to us by the closing date.
- o Keep a photocopy of your application form. It will be useful to look at it again to prepare yourself if you are invited for interview.
- o Please tear off **THIS PAGE ONLY** from the main part of this application form, and keep it for your information.

1. PERSONAL DETAILS

Please write your name, address and how we can contact you as we use this information if we need to contact you.

2. CURRENT or LAST EMPLOYMENT

Please give your employer's name, address and telephone number in full. Please list the main activities of your job.

3. REFERENCES

We will not offer you any employment until we have received references and they are satisfactory. Referees must be able to give us information about your suitability for the post. You will need to give the names of two referees. These referees should be your current or most recent line manager and a line manager from another past employer. If you are a school or college leaver please give the name of your head teacher or tutor.

Your relatives, friends or people that you live with can not be a referee. Use someone who knows how well you can do your job and know what you can do. We can not accept references addressed "to whom it may concern".

If you have been self employed or employed by an organisation that has closed down, give the name of your Accountant or Bank Manager who can confirm your employment for that time.

4. LAST EMPLOYMENT

Please write down everything that you have done since you left school, college, or university. Start with your last job first, stating month, year and if you have had no work for any time. Check that dates are correct and in the right order. If you have done any voluntary work please say so. If you have just left school or college and have not had any full time work, please give information of any employment, for example, weekend, holiday or voluntary work.

5. EDUCATION, QUALIFICATIONS AND TRAINING

Give a list of all the qualifications you have with your grades. You do not need to put down any failed exams. Check the person specification for any qualifications that may be needed for the job. If you are offered the job we will need to see copies of your qualifications. Write down any job training that you have done. Your education and training will be checked against the person specification.

6. PROFESSIONAL REGISTRATION

Please give information of any registrations held in nursing or other professions.

7. FURTHER INFORMATION TO BACK UP YOUR APPLICATION

This is where you can tell us in more detail why you are suitable for the job. Read the job description and person specification carefully to see what skills and experience are needed for the job. Think about examples you can give to show all of these. This will help you to structure your statement. Think about what you have done in the past: at home; at college; in paid work; unpaid work or in a hobby. You may be able to show your skills such as teamworking, communication, organising and budgeting, i.e. being a committee member, club secretary or being active in a club or other groups. Make sure this section is written in a well-organised way and matches the job you are applying for. Write in a positive way, for example, 'I was responsible for ...' or 'I organised ...'.

8. CRIMINAL CONVICTIONS

You will need to apply for a Criminal Records Disclosure (CRB) at Enhanced level. The CRB application form will be sent to you before interview. From July 2010 you must also have ISA registration. St. Andrew's Healthcare follows the CRB code of practice (see CRB website for more information) www.crb.gov.uk

You must give details of any cautions or convictions, even if they are out of date when you apply and at interview. If you do not tell us and we find out at a later date, you could lose your job.

9. LEGAL RIGHT TO WORK IN THE UK

All candidates must show proof of their legal right to work in the UK (Immigration and Asylum Act 1996). If you get a job you will be asked to bring your Passport (including current visa, if needed) or a **full** Birth Certificate, (with the names of your parents) or a Certificate of Registration/Naturalisation as a British Citizen, and with proof of National Insurance Number.

10. OTHER INFORMATION

Please give information on how many days you have had off work because of sickness in the last two years. Circle whether you have a driving licence and write down if you know anyone who already works, or who has worked at St. Andrews Healthcare before.

11. DECLARATION

Please check your form carefully and look for any mistakes or anything you've left out. If St. Andrews finds out anything that is untrue or you have missed out important information, your application will not be looked at. If you get the job and you have written anything untrue or you have missed out important information you may have disciplinary or legal action against you and you may lose your job.

EQUAL OPPORTUNITIES MONITORING FORM

By law we have to make sure the recruitment process is fair. Equal opportunity information is held separately by the recruitment office and does not affect our selection decisions. St. Andrew's Healthcare strongly believes in diversity and equality. We do not allow (ZERO TOLERANCE) bullying, harassment, discrimination, victimisation and/or hate crimes. Everything that is reported will be looked at in detail and investigated if necessary.

WHAT HAPPENS NEXT?

Your application form will help us to decide if you will have an interview. We will only use the information you give us. It is important you tell us how you match the job description and person specification. We will write to you to let you know if you are invited to interview or not. If you do not get an interview, please do not feel you can not apply for other jobs within St Andrews Healthcare. Your skills and experience may match another job better.



EMPLOYMENT APPLICATION FORM

Please complete in **BLACK** Ink

1. PERSONAL DETAILS

SURNAME:	TITLE: (please circle) Mr / Mrs / Miss / Ms / Dr /Other
PREVIOUS SURNAME (if any):	JOB APPLIED FOR: (including reference number)
FIRST NAMES	WHERE DO YOU WANT TO WORK? (Service/Division/Location/Dept)
ADDRESS:	HOME TELEPHONE NUMBER: (include STD Code)
	WORK TELEPHONE NUMBER: (if available)
POST CODE:	MOBILE TELEPHONE NUMBER: (if available)
NATIONAL INSURANCE NUMBER:	EMAIL ADDRESS:

2. CURRENT or LAST EMPLOYMENT

Name and Address of Employer: _____

Telephone No: _____

Job Title: _____ Grade: _____ Current Salary: _____

Date Started: _____ Date Left: _____ How Long is Your Notice Period? _____

Why did you leave? _____

Main Activities:

3. REFERENCES

Please give the names and addresses of TWO REFEREES. These referees should be your current or most recent line manager and a line manager from another employer. If you are a school / college leaver, please see notes.

Name:	Name:
Job Title:	Job Title:
Address:	Address:
Telephone Number:	Telephone Number:
Please tick if you do not wish us to contact this person before the interview <input type="checkbox"/>	Please tick if you do not wish us to contact this person before the interview <input type="checkbox"/>

4. LAST EMPLOYMENT

PAST EMPLOYER Names and Addresses (start with last job first)	DATES		JOB HELD Include Main Responsibilities	WHY DID YOU LEAVE?
	From	To		

5. EDUCATION, QUALIFICATIONS AND TRAINING (INCLUDING MEDICAL, NURSING, PROFESSIONAL, TECHNICAL, OTHER QUALIFICATIONS)

Name of School/College/University etc	Qualification or Courses attended e.g. GCSE, NVQ, 'O' & 'A' levels, degree, diploma etc.	Results

6. PROFESSIONAL REGISTRATION

Type of Registration for NURSING and Part of NMC Register	Registration Number (PIN)	End date	
		Month	Year
All other Professions	Registration Number	End Date	
		Month	Year

7. FURTHER INFORMATION TO BACK UP YOUR APPLICATION

Please explain why you feel you are the right person for this job i.e. any suitable experience you have had. Include any other information you feel will back up your application.

8. CRIMINAL CONVICTIONS

You will need to apply for a Criminal Records Disclosure (CRB) at Enhanced level. The CRB application form will be sent to you before interview. From July 2010 you must also have ISA registration.

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Have you ever been **cautioned** by the Police? (warning from the Police for bad behaviour)

YES / NO

If Yes, please give details and the dates:

Have you ever been **convicted** of a criminal offence by a court of law? (found guilty of an act)

YES / NO

If Yes, please give details and the dates:

9. LEGAL RIGHT TO WORK IN THE UK

Are you allowed by law to work in the UK?

YES / NO

Will you need or do you currently have **Home Office Sponsorship** or a **Student Visa**?

YES / NO

If Yes, please give details including end date:

All relevant paperwork will be copied and may need to be sent to the Home Office to check if you have legal right to work in the UK

10. OTHER INFORMATION

How many days have you been ill, or not able to work because of ill health in the past 2 years?

Do you have a current driving licence? YES / NO

Are you related to anybody working at St Andrew's Healthcare or, do you have anything to do with St Andrew's Healthcare, now or before? YES / NO

If Yes, please give details:

11. DECLARATION

I certify that all the information on this form is true and correct to the best of my knowledge and I understand that the giving of false or misleading statements or withholding materials or information may result in disciplinary action including dismissal.

Date _____ Signature _____

The information on this form may be put onto a computer and under the terms and conditions of the DATA PROTECTION ACT 1998 will be treated in a secure and confidential manner.

Please send application form to:

The Recruitment Office, St. Andrew's Healthcare, Billing Road, Northampton NN1 5DG



EQUAL OPPORTUNITIES MONITORING FORM

St. Andrew's Healthcare will give equal opportunity to all employees and prospective candidates and will make sure everyone is treated fairly. Employees will be recruited, trained and promoted on the basis of what they can do compared to what the job needs. In order to do this, St Andrew's Healthcare will need the information below. This will only be used for equal opportunities monitoring and will be kept confidential. This sheet will be kept apart from your application form. Please telephone the recruitment department if you have any questions.

JOB APPLIED FOR:
LOCATION/SITE:

HOW DID YOU FIND OUT ABOUT THE VACANCY?

Someone Told Me	
Direct Contact with St Andrews	
Local Newspaper	
National Newspaper	

TITLE

Mr		Ms	
Mrs		Dr	
Miss		Reverend	
Other			

SEX

Male		Female	
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DATE OF BIRTH AGE (YEARS)

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MARITAL STATUS

Single		Divorced	
Married		Widowed	

COMMUNICATION

Are you deaf / hard of hearing / hearing? (please circle)

What is your preferred method of communication?

British Sign Language (BSL)		Signed Supported English (SSE)	
English			

Would you need an interpreter?

DISABILITY

Do you think you have a disability?

Yes		No	
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If yes, please provide give details to help us make sure you are treated fairly

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SURNAME:
FORENAMES:

Please tick boxes

Job Centre	
Website Advert	
Professional Journal/Publication	

WHAT ETHNIC CATEGORY ARE YOU?

White		Black	
British		British	
Irish		Caribbean	
European		African	
Any other white background		Any other black background	
Mixed		Asian or Asian British	
White & black Caribbean		Indian	
White & Asian		Pakistani	
Any other mixed background		Bangladeshi	
Chinese		Any other Asian background	

If other, please specify:

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NATIONALITY:

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WORK PERMIT

Do you need a Home Office sponsorship or a student visa to work in the UK?

Yes		No	
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If you have one of these already please give an end date

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Signature: _____
Date: _____