

IMPORTANT - PLEASE READ

Whether you are already in employment, unemployed, returning to work after a break, or looking for your first job after leaving full time education, these notes are to help you complete your application form as effectively as possible. Please read them before completing your application. It is not possible to interview everyone who applies for a job. Your application form is the only means we have to judge your capability and potential. The information in it will be used to draw up a shortlist for the next stage of selection. With the application form is a job description and a person specification. Read these documents thoroughly so that you are familiar with what the job involves. Have you got the relevant skills and experience for the job?

The job description lists the main duties and responsibilities for the post.

The person specification sets out the experience, skills, abilities and qualifications required to do the job.

These requirements may be split into two categories.

- i) Essential criteria - these are characteristics that are seen as essential to the job. A candidate who does not have these will not be able to carry out the job and will not be shortlisted for interview.
- ii) Desirable criteria - these may be used to choose between two or more good candidates.

Your application will be assessed against the criteria listed on the person specification.

GENERAL POINTS .

- o Please read every section carefully. You may find it helpful to do a rough draft first. This helps to avoid making mistakes and allows you to organise your application.
- o Write in a concise, well-organised and positive way. Make sure all sections are completed clearly and as fully as possible.
- o Keep to the facts - you may have to justify any information you have given.
- o Make sure your application relates to the person specification for the specific job that you are applying for.
- o If you run out of space you may use additional pages, ensuring that they are clearly named.
- o Make sure your application form is returned by the closing date.
- o Keep a copy of your application, it will be useful to refer to it for preparation if you are called for interview.
- o Please tear off **THIS PAGE ONLY** from the main body of this application form, and keep it for your information.

PERSONAL DETAILS

Please complete this section fully and clearly. We use this information if we need to contact you.

PRESENT OR MOST RECENT EMPLOYMENT

Please state your employer's name, address and telephone number in full. Do not go into too much detail, but list the main activities of the job.

REFERENCES

No offer of employment will be made until references, that are satisfactory to the Hospital, are received. Referees must be able to provide 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 a previous employment. If you are a school or college leaver please give the name of your head teacher or tutor.

References provided by relatives, friends or people with whom you live are not acceptable. Use someone who knows your capabilities and is aware of your potential. Testimonies, affidavits and references addressed "to whom it may concern" are not acceptable.

If you have been self employed or employed by an organisation that has ceased trading give the name of an official such as an Accountant or Bank Manager who can vouch for that period.

PREVIOUS EMPLOYMENT

Please account for all time since you left school, college, or university. List your jobs, with the most recent first, stating month, year and mentioning any gaps in employment, Check that dates are correct and in the right order. Include voluntary work particularly if you have not been in paid work. If you have recently left school or college and have not had a full time position, please include details of any employment such as weekend, holiday or voluntary work.

EDUCATION, QUALIFICATIONS AND TRAINING

List the qualifications you possess indicating grades. There is no need to list failed exams. The person specification will say if the position needs any particular qualifications. If you are appointed we will need to see copies of relevant qualifications. List any formal, informal or in service job training you have received. Selection will be based on the education and training listed in the person specification.

PROFESSIONAL REGISTRATION

Give details of any registrations held in nursing or other professions.

OTHER DETAILS

Some posts require the post holder to be able to travel between locations/use hospital transportation. This does not necessarily mean use of a car; the actual mode of transport can vary depending on the distance to be travelled. Other posts may specify that driving is essential. For this reason you are asked to state whether or not you hold a current driving licence. Please complete this section fully.

SUPPORTING STATEMENT

This is your opportunity to tell us why you are suitable for the job. Read the job description and person specification carefully to see what skills and experience you have that relate to those required for the job. Think about examples you can give to provide evidence of this. Consider what you have done in the past: at home; at college; in paid work; unpaid work or in a hobby. These may be useful to show skills such as organising or budgeting, being active in a club or other groups show teamwork, communication or organising skills. Ensure that this section is written in a well-organised manner and is relevant to the job for which you are applying. Write in a positive manner such as 'I was responsible for ...' or 'I organised ...'. It is useful to deal with each point of the person specification in turn. This will help you to structure your statement clearly.

CRIMINAL CONVICTIONS

All applicants are asked to complete the criminal convictions section on the application form. In addition you will be required to apply for a Disclosure at the Enhanced level from the Criminal Records Bureau. The relevant application form will be sent to you at the appropriate time. St. Andrew's Healthcare follows the Criminal Records Bureau code of practice (see CRB website for further information, www.crb.gov.uk).

It is essential that all candidates disclose any cautions or convictions, even those considered 'spent' at both application and interview stage. Failure to disclose any information which is revealed at a later date could lead to the termination of the successful candidates contract.

LEGAL RIGHT TO WORK IN THE UK

In accordance with the Immigration and Asylum Act 1996, all candidates will be asked to confirm their legal entitlement to work in the UK and provide the appropriate documents. All successful candidates will be asked to produce their Passport, (including current Visa, if applicable), or a **full** Birth Certificate issued in the UK, (which includes the names of the holder's parents) or a Certificate of Registration/Naturalisation as a British Citizen, together with proof of permanent National Insurance Number. All documents submitted in accordance with the Home Office Regulations will be copied and retained on file and may be required to be submitted to Home Office Officials for verification or confirmation of your legal right to work in the UK.

DECLARATION

Please read your completed form carefully and check for any errors or omissions. False declaration or omissions in support of your application will disqualify you from appointment. If you are appointed, and false declarations or omissions are subsequently discovered, this may lead to disciplinary or legal action against you or in your appointment being terminated.

EQUAL OPPORTUNITIES

All stages of the recruitment process are monitored. We ask you to assist us in monitoring by completing the recruitment monitoring form. This information is held by the Recruitment Office and is not used as part of the shortlisting process. St. Andrew's Healthcare respects, embraces and values diversity and equality. The organisation has a ZERO TOLERANCE to bullying, harassment, discrimination, victimisation and/or hate crimes. All reported incidents will be taken seriously and investigated.

SMOKING

St. Andrew's Healthcare has adopted a smoke free policy for staff and visitors. Smoking is prohibited in all buildings and structures for staff and is confined to strictly designated smoking areas. Support and encouragement is provided to all staff smokers who wish to give up.

ADDITIONAL INFORMATION Disabilities: This information will not be used as part of the shortlisting process. If you have declared a disability in your application and you meet the essential criteria for the job, as listed in the person specification, you will be guaranteed an interview. This does not guarantee you the position. At interview you will be assessed against the essential criteria on the person specification in line with the other candidates.

WHAT HAPPENS NEXT?

Your completed application form will be used to decide whether or not you progress to the next stage of the selection process. No assumptions will be made about your experience. It is vital that you have told us how you meet the essential criteria. Written confirmation of the outcome of your application will be sent to you after the closing date has passed for the post that you have applied for. If you are not successful in your application, please do not be discouraged from applying for other positions within St Andrew's Group of Hospitals. Your skills and experience may be more suitable in another vacancy.



STAFF APPLICATION FORM

Please complete in Black Ink

PERSONAL DETAILS

SURNAME:	TITLE:
PREVIOUS SURNAME (if any):	POSITION APPLIED FOR: (including reference number)
FIRST NAMES	
ADDRESS:	HOME TELEPHONE NUMBER: (include STD Code)
	WORK TELEPHONE NUMBER: (if available)
POST CODE:	MOBILE TELEPHONE NUMBER: (if available)
NATIONAL INSURANCE NUMBER:	EMAIL ADDRESS:

PRESENT or MOST RECENT EMPLOYMENT

Name and Address _____

Telephone No. _____

Position Held: _____ Grade: _____ Present Salary: _____

Date Appointed: _____ Date Left: _____ Period of Notice: _____

Reason for Leaving: _____

Duties and Responsibilities

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 a previous employment.

Name:	Name:
Position:	Position:
Address:	Address:
Telephone Number:	Telephone Number:

In order to make a prompt appointment, we will obtain references from Shortlisted candidates before interview.

Please tick if you do not wish us to contact this referee prior to interview	Please tick if you do not wish us to contact this referee prior to interview
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PREVIOUS EMPLOYMENT

PAST EMPLOYER Names and Addresses (start with most recent)	DATES		POST HELD Include Duties & Responsibilities	REASON FOR LEAVING
	From	To		

**EDUCATION AND TRAINING
(INCLUDING MEDICAL, NURSING, PROFESSIONAL, TECHNICAL, TRADE QUALIFICATIONS)**

College/School/University or body responsible for Training/ Education	Qualification or Courses attended Please include GCSE, NVQ, 'O' & 'A' levels, degree, diploma etc.

PROFESSIONAL REGISTRATION

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

FURTHER INFORMATION IN SUPPORT OF APPLICATION

Please summarise why you feel you are suitable for this post by referring to your current or any previous experience, including any other relevant information you feel will support your application.

All applicants are asked to complete the caution and conviction section below and will be required to apply for a Criminal Records Disclosure at Enhanced level. The relevant application form will be sent to you at the appropriate time.

St. Andrew's Healthcare follows the CRB code of practice (see CRB website for further information) www.crb.gov.uk

Have you ever been **cautioned** by the Police?

YES / NO

If Yes, please give details including the offence and the date:

Have you ever been **convicted** of a criminal offence by a court of law?

YES / NO

If Yes, please give details including the offence and the date:

Are you legally entitled to work in the UK?

YES / NO

Will you require or do you currently have a **Work Permit** or **Student Visa**?

YES / NO

If Yes, please give details including expiry date

All documents submitted in accordance with Home Office Regulations will be copied and may be required to be submitted to Home Office officials for verification or confirmation of your legal right to work in the UK

For how many days have you been ill, or unable to work due to ill health during the past 2 years?

Are you related to any employee of St Andrew's Healthcare or, do you have any connection with St Andrew's Healthcare, current or previous?

YES / NO

If Yes, please give details:

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 entered 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 return application form to:

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



EQUAL OPPORTUNITIES MONITORING FORM

St. Andrew's Group of Hospitals is committed to eliminating discrimination from employment practices. The Hospital will take steps to ensure that employees are recruited, trained and promoted on the basis of ability, the requirements of the job and the need to maintain an efficient and effective service. In order to monitor our policies, we require the following information which will only be used for this purpose, and will be treated with the strictest of confidence. This sheet will be separated from your application form on receipt and will be kept separately.

POST APPLIED FOR:
DEPARTMENT/LOCATION:

SURNAME:
FORENAMES:

RECRUITMENT METHOD How did you find out about the vacancy?

Please tick boxes where applicable.

By word of mouth	
Speculative Enquiry	
Local Press	
National Newspaper	

Job Centre	
Website Advert	
Professional Journal	

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	

DISABILITY

Do you consider yourself to have a disability?

Yes		No	
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WORK PERMIT

Do you require a work permit or student visa to take up this

Yes		No	
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If you have a work permit / student visa, please give the expiry date

Month	Year
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ETHNIC CATEGORIES

White		Black or Black British	
British		Carribbean	
Irish		African	
Any other white background		Any other black background	
Mixed		Asian or Asian British	
White & black Carribbean		Indian	
White & black Carribbean		Pakistani	
White & Asian		Bangladeshi	
Any other mixed background		Any other Asian background	
Other Ethnic Groups		Not Stated	
Chinese		Not Stated	
Any other Ethnic Group			
NATIONALITY:		If other please specify:	

Signature:

Date: