

St Richard’s Hospice

Wildwood Drive

Worcester

WR5 2QT

Tel. 01905 763963

Charity No. 515668

**PRIVATE AND CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Position Applied For: Job Ref:** | | | |
| 1. **Personal Details:**   Title……………………………………  Surname……………………………………………………………….Forenames…………………………………………………………..  Address………………………………………………………………………………………………………………………………………………..  …………………………………………………………………………………………………………………………………………………………….  Postcode………………………………………………………………Home telephone……………………………………………………  Mobile…………………………………………………………………Email address…………………………………………………………. | | | |
| **If you wish to enclose a CV, please do this in addition to completing the following sections in full** | | | |
| 1. **Secondary Education** | | | |
| **School name/address** | **Dates** | **Qualifications** | **Grades** |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Occupational Qualifications. Further Education and Training/Registration Details** | | | | | | | | | |
| **University/College** | | **Dates – From-To** | | | **Course** | | | **Qualification**  **Registration no.** | |
|  | |  | | |  | | |  | |
| 1. **Current or most recent employment** | | | | | | | | | |
| **Job Title** | |  | | | | | | | |
| **Employed From** | |  | | **Employed to** | |  | **Salary** | | **£** |
| **Employer Name:**  **Company Business:** | | | | | | **Address:**  **Telephone no.** | | | |
| **Key Responsibilities:** | | | | | | | | | |
| **Key Achievements:** | | | | | | | | | |
| 1. **Previous Employment – in date order (most recent first)** | | | | | | | | | |
| **From** | **To** | | **Job Title & Summary of Duties** | | | | | **Place of Employment** | |
|  |  | |  | | | | |  | |
| 1. **Please use this page to give further information on relevant skills, experience and knowledge, demonstrating how you meet the requirements of this post. (Continue on separate sheet if required)** | | | | | | | | | |
| 1. Qualifications and training | | | | | | | | | |
| 1. Experience | | | | | | | | | |
| 1. Skills and knowledge | | | | | | | | | |
| 1. Personal Qualities | | | | | | | | | |
| 1. **Please give details of any personal interests/public duties/voluntary work you are/have been involved in.** 2. **Please state where you saw this vacancy advertised** | | | | | | | | | |
| 1. **Do you need a work permit to work in the UK? (please delete as appropriate)**   **Yes/No (if yes please give further details)** | | | | | | | | | |
| 1. **Disclosure and barring service**   Have you ever been convicted of a criminal offence **Yes/No** (Declaration subject to the Rehabilitation of Offenders Act)  All appropriateposts at St Richard’s Hospice are subject to DBS disclosure. For guidance and further information please refer to the Policy Statement on Recruitment of Ex Offenders available at [www.strichards.org.uk/](http://www.strichards.org.uk/)  Please note that when appropriate, criminal records may be discussed at interview. | | | | | | | | | |
| 1. **Driving Licence**   Do you have a current driving licence **Yes/No**  If yes, please indicate **Full Provisional HGV Other**  Penalty Points………………………………………………….. | | | | | | | | | |
| 1. **References**   **Please note, if you are successful in your application we will ask you to provide details of 3 people we are able to contact for a reference, one of which should be your current or most recent employer.** | | | | | | | | | |
| **Recruitment Policy**  St Richard’s Hospice is committed to equal opportunities and no candidate will be discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability. If you have difficulty completing this form, please indicate to the Hospice and assistance with completion can be provided. If you are invited to interview, you will be given the opportunity to request special adjustments. Full details of our recruitment policy are available at [www.strichards.org.uk/](http://www.strichards.org.uk/)  **Equal Opportunity Monitoring**  We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.  Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.  All employees are given equal opportunity and are encouraged to progress within the organisation.  We are committed to an on-going programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:  I would describe my ethnic group as:  White - British White - Irish White - Other (please specify below)  Mixed - White and Black Caribbean Mixed - White and Black African Mixed - White and Asian  Mixed - Other (please specify below) Asian - Indian Asian - Pakistan Asian - Bangladeshi  Asian - Other (please specify below) Black - Caribbean Black - African Black - Other (please specify below) Chinese Any other background (please specify below)  If you selected ‘Other’ for your ethnic group, please describe your ethnicity here:  If you would prefer not to say, please tick here  I would describe my sex as:  Male Female Prefer not to say  Do you consider yourself to have a disability?  Yes No Prefer not to say    **Personal Information**  The information you provide on this form will be used and stored for the purposes of making decisions about recruitment and selection for the role specified on the application form. If you are successful, the information provided will be stored confidentially by the HR Department. It will be held for the duration of your employment and 6 years after your leave date. If you are unsuccessful in your application, we will destroy your application 12 months from the date the decision is made about the role.  **I agree to the use of my personal information as explained above 🞏**  Signed……………………………………………………………………………..Date……………………………………………………….. | | | | | | | | | |