

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: |  | First name: |  | Last name: |  |
| Address: |  |
|  |
|  | Postcode: |  |
| Email: |  |
| Phone: |  | Mobile: |  |
|  |  |  |  |
| 1. **Curriculum Vitae**
 |
| 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 Name/Address | Dates  | Course | QualificationRegistration no. |
|  |  |  |  |
|  |  |  |  |
| 1. **Current or most recent employment**
 |
| Job title: |  |
| Employed from: |  | Employed to: |  | Salary: | £ |
| Employer name: |  |
| Address: |  |
|  |
|  | Postcode: |  |

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| **Key responsibilities:** |
|  |
|  |
| **Key achievements:** |
|  |
|  |
| 1. **Previous Employment** – in date order (most recent first)
 |
| From | To | Job title & summary of duties | Employer name |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| 1. **Additional Information**

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**
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|  |
|  |
| 1. **Please give details of any personal interests/public duties/voluntary work you are/have been involved in:**
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|  |
| 1. **Please state where you saw this vacancy advertised:**
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| --- | --- | --- | --- | --- |
| 1. **Do you need a work permit to work in the UK?** (please tick):
 | **Yes** |  | **No** |  |
| If yes, please give further details: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Have you ever been convicted of a criminal offence?** (please tick):
 | **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? (please tick):
 | **Yes** |  | **No** |  |
| Type of licence: | Provisional  |  | Full |  | HGV |  | Other |  |
| Penalty Points: |  |
| 1. **References**
 |
| All posts will be subject to satisfactory references which will not be taken prior to interview. Please provide at least 2 professional references, one of which should be your current or most recent employer. |
|  |
| **Referee 1:** |
| Name: |  | Job Title: |  |
| Organisation: |  |
| Address: |  |
| Email: |  |
| Significance to you: |  |
|  |  |
| **Referee 2:** |
| Name: |  | Job Title: |  |
| Organisation: |  |
| Address: |  |
| Email: |  |
| Significance to you: |  |
|  |  |
| **Referee 3:** |
| Name: |  | Job Title: |  |
| Organisation: |  |
| Address: |  |
| Email: |  |
| Significance to you: |  |

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| **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/) |
| **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.  |

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| **I agree to the use of my personal information as explained above** (please tick): |  |  |

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| --- | --- | --- |
| **Signed:** | **Date:** |  |
|  |  |  |