**APPLICATION FORM**

*(Please note section 1 will be detached from the Application form prior to shortlisting*)

|  |
| --- |
| **Application for the post of:**  |
| **Where did you hear about this job:** |

|  |
| --- |
| **Personal details:** |
| Title:  | Full Name:  |
| Address:     |
| Telephone day:  | Telephone evening:  |
| Mobile:  | Email:  |
| National Insurance No:  | Country of Citizenship:  |
| Are there any restrictions on you taking up work in the UK?:  |

|  |
| --- |
| **Cautions, Rehabilitation and Criminal Records** |
| Because of the nature of the work for which you are applying, this post is exempted from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1988, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition you will be required to apply to the Disclosure & Barring Service for a standard disclosure check. Any standard disclosure made by the DBS will remain strictly confidential. Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? (Delete as required).If YES please give details below, or on a separate piece of paper, including date and nature of offence  |

|  |
| --- |
| **References** |
| Please provide details of two referees who can provide information relating to your competencies for this role, one of whom must be your present or most recent employer. They must not be related to you. Referees will only be contacted if you are invited for an interview and only if you have given your permission |

|  |  |
| --- | --- |
| Name:  | Name:  |
| How known to you: | How known to you:  |
| Position:  | Position:  |
| Organisation:  | Organisation (if applicable):  |
| Address: Postcode:  | Address:Postcode:  |
| Tel no:  | Tel no:  |
| Email address:  | Email address:  |
| May we approach prior to interview?  | May we approach prior to interview?  |
| **Declaration** |
| 1. I confirm that the information in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo an occupational health check. In addition, I agree that this information will be retained in my personnel file during employment and for up to seven years thereafter and understand that information will be processed in accordance with the Data Protection Act. *(Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor).*
3. I agree that should I be successful in this application, I may be required to apply to the Disclosure & Barring Service for a standard disclosure check. I understand that should I fail to do so, or if the disclosure should not be to the satisfaction of the employer, any offer of employment may be withdrawn or my employment terminated.

Signed : Date : Please return your completed form to: enquiries@healthwatchshropshire.co.uk  |

**Section 2**

|  |
| --- |
| **Employment history:**Please list paid employment in Chronological order, starting with the most recent first |
| Name and location of current or most recent employer: Position Held: Salary: Brief Description of Duties:Date Employment Commenced: Period of Notice Required for Leaving:  |
| **Previous employment** |
| **Employer** | **From/To** | **Job Title & Duties** | **Reason for leaving** |
|  |  |   |  |
| **Employer** | **From/To** | **Job Title & Duties** | **Reason for leaving** |
|  |  |  |  |

|  |
| --- |
| **Education** Please list in chronological order, starting with the most recent first |

|  |  |  |
| --- | --- | --- |
| **Dates****attended** | **Name of School/College/University or other institution** | **Qualifications gained and grade** |
|  |  |  |
| Please use the space below to list any other relevant qualifications, voluntary work, time spent as a carer and any other activities that explain breaks in your career |
| **Supporting Information**Please use this section to explain why you are applying for this post and what skills, experience and expertise you will bring. Use the job description and person specification as a guide about what we are looking for and show us how you will meet our expectations. Please continue on the reverse if necessary but limit your answer to two additional sides of A4 (three sides of A4 in total). |
|  |