

**JOB APPLICATION FORM**

Thank you for your interest in working at Overgate Hospice. Please fully complete this form and return to [HR@overgatehospice.nhs.uk](mailto:HR@overgatehospice.nhs.uk)

**PART A**

*Please note that Part A of your completed application form will be removed before your application is passed to the recruiting manager for the short-listing process.*

|  |  |
| --- | --- |
| Position applying for: |  |
| Overgate Ref: (office use) |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Post Code: |  |
| Email: |  |
| Contact Telephone Number: |  |

**RIGHT TO WORK IN THE UK**

|  |  |
| --- | --- |
| Do you need a permit to work in the UK? |  |

**INTERVIEW ARRANGEMENTS AND AVAILABILITY**

Overgate Hospice is a Level 2 - Disability Confident Employer. Disability Confident is a government initiative designed to encourage employers to recruit and retain disabled people and those with health conditions. If you have a disability as defined under the Equality Act 2010, meet the essential criteria in the job description and can answer 'yes' to the question 'do you wish to be considered under the Guaranteed Interview Scheme?' we guarantee you an interview.

|  |  |
| --- | --- |
| Do you wish to be considered under the Guaranteed Interview Scheme? | YES/NO |

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

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Overgate Hospice has signed up to the Armed Forces Covenant. As part of this, we have pledged that Armed Forces Veterans reservists or those in the cadet forces who meet the essential criteria in the Job Description are guaranteed a job interview.

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| --- | --- |
| Do you wish to be considered under the Guaranteed Interview Scheme for veterans? | YES/NO |

**GENERAL DATA PROTECTION REGULATIONS**

The Hospice need to collect and hold data about you to process your job application. GDPR place an obligation on us to tell applicants why we collect your data, what we do with it and how long we expect to retain it. We are not planning to transfer your data outside the European Economic Area (EEA).

**Your consent is requested.**

We would like your consent to hold personal and special data about you in order that we can process your employment application. The data we wish to obtain, and hold includes, but is not limited to:

|  |  |  |
| --- | --- | --- |
| **Type of Date** | **Why we wish to hold it** | **How long it will be kept for** |
| Personal details  Employment history  Education history  Referees  Details of any convictions, cautions, reprimands, or final warnings  Details of any fitness to practice  proceedings | This will allow us to decide on your suitability for employment/engagement | Data obtained during recruitment will only be kept until either:   * your application has been declined, in which case it will be destroyed after 6 months * a job offer is made, in which case a more comprehensive GDPR consent form will be issued |

**Agreement to use my Data.**

I hereby freely give Overgate Hospice consent to use and process my personal data relating to my job application (examples of which are listed above). In giving my consent:

• I understand I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

• I understand I can ask for a copy of my personal data at any time free of charge.

• I understand I can request that data that is no longer required be removed from my file and destroyed.

• I understand if I am unsuccessful with my application my data will be destroyed after 6 months.

• I understand if I am dissatisfied with how the Hospice uses my data, I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

**DECLARATION**

The information contained in this application form is true, correct, and complete. I understand that any misrepresentation may invalidate my application and/or any offer of employment made and that providing deliberately false information could result in my dismissal.

Please note that all appointments are subject to satisfactory references being received, medical clearance and DBS checks if required and proof of qualifications or other information required for the post.

|  |  |
| --- | --- |
| Signature: | Date: |
|  |  |
| If you were known by any other name to your referees, please give details here. | |

|  |  |
| --- | --- |
| Position applying for: |  |
| Overgate Ref (office use) |  |

**PART B**

**EMPLOYMENT HISTORY**

**YOUR CURRENT OR MOST RECENT EMPLOYER**

|  |  |
| --- | --- |
| Name of employer: |  |
| Address: |  |
| Postcode: |  |
| Job title: |  |
| Pay: |  |
| Length of time employed: |  |
| Leaving date: |  |
| Reason for leaving: |  |
| Duties |  |

**PREVIOUS EMPLOYERS** - Please tell us about other jobs you have done in the last 5 years and about the skills you used or learned in those jobs.

|  |  |
| --- | --- |
| Name of employer: |  |
| Address: |  |
| Postcode: |  |
| Job title: |  |
| Length of time employed: |  |
| Reason for leaving: |  |
| Duties |  |

|  |  |
| --- | --- |
| Name of employer: |  |
| Address: |  |
| Postcode: |  |
| Job title: |  |
| Length of time employed: |  |
| Reason for leaving: |  |
| Duties |  |

|  |  |
| --- | --- |
| Do you have a valid UK driving licence? |  |

**EDUCATION HISTORY**

|  |  |
| --- | --- |
| College/University: |  |
| Address: |  |
| Qualifications obtained: |  |
| Date awarded: |  |

|  |  |
| --- | --- |
| College/University: |  |
| Address: |  |
| Qualifications obtained: |  |
| Date awarded: |  |

|  |  |
| --- | --- |
| School attended: |  |
| Address: |  |
| Qualifications obtained: |  |
| Date awarded: |  |

**PROFESSIONAL REGISTRATION (if applicable)**

|  |  |
| --- | --- |
| Regulatory Body: |  |
| Address: |  |
| Registration Number: |  |
| Date of Registration: |  |
| Expiry: (if applicable) |  |

**REFERENCES**

Please provide the names and addresses of two people (not relatives) who have consented to be approached for a reference. **One of these must be your present employer or previous employer** (if you are not currently employed).

**Referee 1 - Current Employer (or most recent employer if not currently employed)**

|  |  |
| --- | --- |
| Name of Referee: |  |
| Referee’s Job Title: |  |
| Name of Company: |  |
| Address of Company: |  |
| Telephone Number: |  |
| Email Address: |  |
| Length of time worked with them: |  |

**Referee 2 – Character Reference**

|  |  |
| --- | --- |
| Full Name: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| Occupation: |  |
| Length of Time Known: |  |
| How they know you: |  |

|  |  |
| --- | --- |
| May we approach these referees prior to interview? | YES/NO |
| Were you know by any other name to these referees?  (If yes, please complete the box at Part A of this form) | YES/NO |
| If successful in your application, when would you be able to start/what is your notice period with your current employer? |  |

**SUPPORTING STATEMENT**

Please provide a supporting statement below. Please tell us your reasons for applying for this post, the qualities you can bring to the Hospice and any other relevant experience, qualifications or information to support your application. It is important that you demonstrate how well you fit the Person Specification in the Job Description of the job you are applying for.

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**REHABILITATION OF OFFENDERS ACT 1974**

Any offer of employment made may be subject to a disclosure check being carried out by the Disclosure and Barring Service (DBS) For more information contact the DBS on 0870 909 0811 or visit: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) You are therefore asked to note the following paragraph carefully and provide any necessary information.

Please note that the Rehabilitation of Offenders Act 1974 (Exceptions) Order provides that individuals who have certain occupations or professions are obliged on request to disclose any spent convictions or cautions and that they may be refused employment, or dismissed or excluded from such employment, because of such a conviction or caution, or because of a failure to disclose such a conviction or caution. In these cases, the employer can ask job applicants about both spent and unspent convictions or cautions, and the individual would then be obliged to disclose them all.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

|  |  |
| --- | --- |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  Please [click here](http://www.gov.uk/government/publications/dbs-filtering-guidance) for guidance when answering this question. | YES/NO |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?  Please [click here](http://www.gov.uk/government/publications/dbs-filtering-guidance) for guidance when answering this question. | YES/NO |
| Do you have any objection to undergoing a Police Check if you are successful in applying for this post? | YES/NO |
| Have you ever been convicted of a criminal offence or received a police caution in the U.K. or any other country? | YES/NO |
| Are you or have you been the subject of a fitness to practice proceedings by any licensing or regulatory body? | YES/NO |

If you have answered ‘YES’ to one or more of the previous two questions please give details on a separate sheet, place in a sealed envelope and pass it to the Head of HR at interview stage.

Thank you for completing this form. Please now return it to [HR@overgatehospice.nhs.uk](mailto:HR@overgatehospice.nhs.uk)