

EAST LANCASHIRE HOSPICE

Application Form

Please return completed application forms to: recruitment_department@eastlancshospice.org.uk

Or via post - Recruitment, East Lancashire Hospice, Park Lee Road Blackburn BB2 3NY

Forename(s)	
Surname	
Telephone Number:	Home: Mobile:
Address (Including Postcode):	
Email Address:	
Do you hold a full Current Driving Licence:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you presently a vehicle owner?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Post applied for:	
Where did you see this Job Advertised?	
Do you require any reasonable adjustments for the recruitment process?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please detail:

General Education

Qualification	Level	Grade	Date Gained

Professional Qualifications

Qualification	Level	Grade	Date Gained

Post Graduate Qualifications

Qualification	Level	Grade	Date Gained

On- going study relevant to post

Course	Provider	Date Started	Date expected to complete

Details of other courses relevant to this post

Course	Provider	Date Attended

PIN number / professional registration

Professional Body	
Number:	
Expiry Date:	

Have you ever been reported to your professional body? (Please tick) Yes No

Do you require a permit to work in the UK? (Please tick) Yes No

If yes please give permit number

Employment - Most Recent Current Employer

Company Name :	
Address(Including Postcode):	
Post held:	
Grade:	
Date commenced	
Date left (if applicable):	
Notice Period required (if still in post):	

Previous Posts – as part of our recruitment process we need to ensure we have a full employment history from when you left full-time education, please ensure you explain any gaps in your employment.

Name of Employer	Post Held	Date From	Date To	Reason for leaving

Supporting information – Please give a short description of your relevant knowledge, skills and skills to support your application for this post

References

Please give the details two referees (not relatives). These should be your most recent employer and previous employer if possible.

For school leavers this should be from your school or college. If you are unsure in relation to who is able to give you a reference please discuss with the recruitment team. Both referees will be contacted after you have received your conditional offer of employment.

Reference 1	
Name:	
Company:	
Address (Including Postcode):	
Telephone:	
Email:	
Relationship:	

Reference 2	
Name:	
Company:	
Address (Including Postcode):	
Telephone:	
Email:	
Relationship:	

Please note only shortlisted candidates will be contacted.

Disclosure of Criminal Offences	
<p>If the role for which you are applying involves regular, direct, unsupervised contact with people receiving health care the post is exempt from the Rehabilitation of Offenders Act 1974. This means that if you are successful at interview the hospice will request an enhanced DBS check via our umbrella organisation "Personnel Checks" as part of the pre-employment screening process. You will then be asked to complete an online form by "Personnel Checks" to progress the DBS check. For more information on how the hospice will deal with information disclosed via DBS checks please refer to our Statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information which is available on our website.</p>	
Data Protection Statement	
<p>The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application, the information will be used in the administration of your employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.</p>	
Declaration	
<p>To the best of my knowledge the details in this application are true I understand that any misrepresentation found in this application after appointment may lead to dismissal</p>	
Signature:	Date: