



APPLICATION FOR EMPLOYMENT

Notes for Completion:

- Please complete this form in **black ink**
- Please complete **all** sections. If any question does not apply to you, please write 'Not applicable or N/A'.
- Please ensure that any additional sheets provided are attached securely to this form, and clearly indicate to which section of the application form they apply.
- CVs can be attached and sent with a **fully** completed application form. CVs on their own will not be accepted.

Post applied for

Personal Details (Please use block capitals)

Surname _____

Forenames _____

Title you wish to be used (Dr/Mr/Mrs/Miss/Ms) _____

Address

_____ Post Code _____

Telephone Number (Home) _____ Work _____

Mobile Number _____ E-Mail _____

May we contact you at work? YES NO

Are there any restrictions on you taking up employment in the UK? Yes No (Please tick relevant box)

If yes please provide detail

Do you hold a driving licence? Yes No (Please tick relevant box)

Details of endorsements:

Are you related to or know any employee within the practice?

Yes No If yes, please give details: _____

Applicants who are patients of the Practice

We consider that employing staff who are patients of the practice has significant disadvantages both to the patient and to the practice. Please note therefore that if your application is successful, you will be required to register elsewhere.

Current membership of professional bodies		
Organisation	Membership Status & Registration Number	Date Awarded
RCN (Nursing)	Registration/PIN Number:	
GMC (Doctors)	Certificate number:	

Education and Qualifications (Secondary / College / University etc)			
School / College / University	Qualifications (Please state level and subject, e.g. GCSEs, CSEs, A Levels, BTEC, City & Guilds, Degree)	Dates	Grades

Employment history: Present / Most Recent Employment			
From		To	
Job Title (& Grade if applicable)	Name & Address of Employer	Rate of pay or Present Salary	Period of notice required
Key Responsibilities			
Reason for Leaving			

Other employment

Please note here any other employment you would continue with if you were to be successful in obtaining this position.

Previous Employment (most recent first)				
Dates From	Dates To	Name & Address of Employer	Job Title & Grade	Reason for leaving

Voluntary Work				
Nature of Work and Organisation	Position Held	From	To	Reason for Leaving

Personal interests and hobbies

Statement in Support of your Application

Please explain why you are applying for this role and why you are suitable for the position, by providing evidence through examples of your most relevant experiences, using any competencies which best illustrate your suitability for the post. Please give details of relevant experience which may have been gained inside or outside of work.

Flexibility

As a provider of primary health care the surgery has to operate at all times, especially during adverse conditions.

Cautions, rehabilitation and criminal records

Because of the nature of the work for which you are applying, this post is exempt 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 1986, 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 are required to submit to a Disclosure and Barring check/provide a PVG Scheme Record or Scheme Record Update. Any disclosure made by the Disclosure and Barring Service/Disclosure Scotland will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

Yes No

If YES, please give details.

Reference

References: Please note here the names and addresses of two persons from whom we may obtain both character and work experience references.

Name 1. _____ Name 2. _____

Position _____ Position _____

Address _____ Address _____

Postcode _____ Postcode _____

Telephone _____ Telephone _____

May we approach the above prior to interview? _____ May we approach the above prior to interview? _____

Yes/No _____ Yes/No _____

Special requirements (care sector)

Because this position involves the care of children and/or vulnerable adults employment is dependent on the following:

- 1) Your written consent to obtaining a Disclosure and Barring certificate from the Disclosure and Barring Service/Disclosure Scotland or an approved umbrella body or provision of a PVG Scheme Record/Scheme Record Update.
- 2) Such disclosure being acceptable to us.
- 3) Proof of identity - birth or marriage certificate (where appropriate) and passport (if available).
- 4) Two satisfactory written references.
- 5) That you will supply a photograph of yourself for retention in your records.
- 6) Evidence of physical or mental suitability for your work.

Declaration (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. 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. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that my previous employers may be approached for references. I also agree that should I be successful in this application, I will apply to the Disclosure and Barring Service for a Disclosure and Barring certificate/PVG Scheme Record or Scheme Record Update. I understand that should I fail to do so, or should the disclosure or reference not be satisfactory, any offer of employment may be withdrawn or my employment terminated.

Signed: _____

Date: _____

Policy statement on the recruitment of ex-offenders

1. As an organisation using the Disclosure and Barring Service/Disclosure Scotland to assist in assessing applicants suitability for positions of trust, the company complies fully with the relevant Code of Practice (a copy of which is available on request) and undertakes to treat all applicants for all posts fairly. The company will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.
2. We actively promote equality of opportunity for all and we select all candidates for interview on the basis of their talent, skills, qualifications and experience. We welcome applications from a wide range of candidates, including those with criminal records.
3. A disclosure is only requested where it is legally required or after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Where a disclosure will be required from a successful candidate, all applicants will be made aware of this at all stages of the recruitment process.
4. Where disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process.
5. Unless the nature of the position allows the company to ask questions about a candidate's entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders legislation.
6. We ensure that all those in the company who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.
7. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that may be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer or termination of employment.
8. We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer or terminating employment.
9. Having a criminal record will not necessarily bar an applicant from working for us. This will depend on the nature of the position and the circumstances and background of the offences.

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	INTERVIEW: YES / NO
SHORTLIST YES / NO	NOTES ON REFERENCES: