

**A P P L I C A T I O N   F O R   E M P L O Y M E N T**

**CANDIDATES PLEASE NOTE:** Application to be written clearly in ink. The form must be completed in full. Your application will only be considered on the basis of the information provided on the form. Do not send any other documents eg CVs in support of your application. All information provided in connection with this application will be dealt with in confidence.

**POST APPLIED FOR** \_\_\_\_\_

**PLEASE STATE WHERE YOU SAW THIS POST ADVERTISED** \_\_\_\_\_

**PERSONAL DETAILS**

**Applicants must be aged 18 or over**

Surname: \_\_\_\_\_ Initials: \_\_\_\_\_

Address: House No/Name and Street Name:  
\_\_\_\_\_

Town: \_\_\_\_\_ County: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone Number (Home) \_\_\_\_\_ Telephone Number (Daytime) \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you currently in employment? YES/NO \_\_\_\_\_ If no, please give reason  
\_\_\_\_\_

**FULL EMPLOYMENT HISTORY, together with a satisfactory written explanation of any gaps in employment.  
Continue on separate sheet if necessary.**

Name and Address of Employer (Please start with most recent)	Post Title	Dates of Appointment From (mm/yy) to (mm/yy)	Reason for Seeking Alternative Employment/Leaving

Brief Summary of Duties and Responsibilities in present/last position:

**PROFESSIONAL QUALIFICATIONS**

Title	Part of Register (if applicable) & PIN Number:

**SECONDARY EDUCATION & QUALIFICATIONS**

*Please start with the most recent*

Qualifications/Subject	Grade

**FURTHER/HIGHER EDUCATION**

*Please start with the most recent*

Qualifications/Subject	Grade

**TRAINING**

*Please give details of any courses attended relevant to your application.*

Organising Body	Course Title/Subject	Dates

**ADDITIONAL INFORMATION AND PERSONAL STATEMENT**

All applicants: Please state why you consider yourself suitable for this post.

You may include:

1. A summary of your relevant experience gained at work and/or in a voluntary capacity.
2. Your reasons for applying for the post.
3. Any other information which you consider relevant to your application.

**OTHER INFORMATION****\*Delete as appropriate**

1. Do you possess a current driving licence?	*YES	*NO
2. Are you subject to any legal restrictions in respect of your employment in the UK?	*YES	*NO
3. The Rehabilitation of Offenders Act 1974 does not apply to this position. Do you have any convictions, cautions, reprimands or final warnings which must be declared now?	*YES	*NO
4. Are you aware of any police enquiries undertaken following allegations made against you which may have a bearing on your suitability for this post?	*YES	*NO
5. Are you, or have you ever been, the subject of fitness to practice proceedings by any licensing or regulatory body.	*YES	*NO

**If you have answered YES to any of the above, please give full details on the back of this form.**

**NB: All successful applicants will require an Enhanced Disclosure from the Criminal Records Bureau which will include a check as to whether the applicant is, or ever has been, on the POVA (Protection of Vulnerable Adults) list either provisionally or otherwise. A criminal record will not necessarily prevent you from taking up the post.**

**REFERENCES**

Please give three persons to whom reference can be made – **the first must be your present or most recent employer**, if applicable. For all referees please indicate your relationship (eg your manager, teacher etc).

**References may be sought prior to interview. If you wish for certain references to be contacted after interview only, please give details:**

**REFERENCE 1**

Full Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Business Address:

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email Address : \_\_\_\_\_

**REFERENCE 2**

Full Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address:

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email Address: \_\_\_\_\_

**REFERENCE 3**

Full Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address:

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email Address: \_\_\_\_\_

**DECLARATION**

**I confirm that I am aged 18 or over.**

I declare that the foregoing information is correct and that I have not omitted any material facts which may have a bearing on my application. I understand that deliberately giving false or incomplete information could disqualify me from appointment, or in the event of discovery after appointment, make me liable to dismissal.

I understand that any subsequent contract of employment with Vista Healthcare will be subject to the same terms and conditions.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Acknowledgement: \_\_\_\_\_

Reference Requested: (1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ Shortlisted: \_\_\_\_\_

Rejected: \_\_\_\_\_

Reserve Pool: \_\_\_\_\_

Other Correspondence: \_\_\_\_\_

Interview Details: \_\_\_\_\_

\_\_\_\_\_

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**WHEN COMPLETED PLEASE RETURN TO:**

H R Department  
VISTA HEALTHCARE INDEPENDENT HOSPITAL  
Odiham Road  
Winchfield  
Hampshire  
RG27 8BS

## **RECRUITMENT OF EX-OFFENDERS**

1. As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Vista Healthcare complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly.
2. A copy of the CRB Code of Practice is available on request.
3. Vista Healthcare undertakes not to discriminate unfairly against any subjects of a Disclosure on the basis of conviction or other information revealed.
4. Vista Healthcare is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. Vista Healthcare actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
6. A Disclosure forms part of our recruitment process and we encourage all applicants called for interview to provide details of their criminal record at an early stage in the applicant process.
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 might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
8. Vista Healthcare undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.

## **EQUAL OPPORTUNITIES DATA**

In accordance with its Equal Opportunities Policy, Vista Healthcare will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, marital status, age or disability.

In order to ensure compliance with its Equal Opportunities Policy, a system of monitoring has been set up. We have only asked for your name so that monitoring can take place both at the shortlisting for interview stage and at the appointment stage. Once an appointment has been made, the data given on this form will be stored on computer in an anonymised format and the form will be destroyed.

You may decide not to answer one or any of the questions on this form but if you do respond, all information provided will be treated completely confidentially and will be used solely by the Personnel Department for the purpose of equal opportunities monitoring. **The monitoring form does not form part of your job application and should therefore be posted separately to the H R Department, Odiham Road, Winchfield, Hampshire, RG27 8BS**

Thank you for your assistance in completing this form.

***NB Please ensure that the correct postage is paid for the size of envelope used when returning this form.***

Name:		
Title of job applied for:		
Location of job:	Vista Healthcare -	
Gender:	Male	
	Female	
	Prefer not to say	
Marital status:	Married	
	Single	
	Other (please specify)	
	Prefer not to say	
Age band:	Under 18	
	18 – 21	
	22 – 30	
	31 – 40	
	41 – 50	
	51 – 60	
	61 – 65	
	Over 65	
	Prefer not to say	

Sexual orientation:	Heterosexual		
	Homosexual		
	Bisexual		
	Transsexual		
	Prefer not to say		
Disabilities:	None		
	Physical disability		
	Mental disability		
	Prefer not to say		
Race/nationality/ ethnic origin:	White	English	
		Scottish	
		Welsh	
		Irish	
		Other white background (please specify)	
	Mixed	White and Black Caribbean	
		White and Black African	
		White and Black British	
		White and Asian	
		Other mixed background (please specify)	
	Asian	Indian	
		Pakistani	
		Bangladeshi	
		British	
		Other Asian background (please specify)	
	Black	Caribbean	
		African	
		British	
		Other black background (please specify)	

	Chinese	
	Other ethnic group (please specify)	
	Prefer not to say	
Religion:	Christian	
	Catholic	
	Jewish	
	Sikh	
	Muslim	
	Hindu	
	Buddhist	
	Rastafarian	
	None	
	Other religion (please specify)	
	Prefer not to say	

For the purposes of the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to the Company processing the data supplied on this form for the purpose of equal opportunities monitoring.

Signed:

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Date:

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***For H R Department use only:***

- Rejected before interview
- Rejected after interview
- Offered job
- Other: .....