

APPLICATION FOR EMPLOYMENT

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) _____

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) |
|-------|----------------------------------|
| | |

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: _____

REFERENCE 2

Full Name: _____ Job Title: _____

Address: _____

_____ Postcode: _____

Telephone Number: _____ Relationship: _____

REFERENCE 3

Full Name: _____ Job Title: _____

Address: _____

_____ Postcode: _____

Telephone Number: _____ Relationship: _____

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: _____

WHEN COMPLETED PLEASE RETURN TO:

Rachael Lloyd – Personnel Officer
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 Personnel Department, Vista Healthcare, Head Office, 10 Eversley Park, Chester, CH2 2AJ.**

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 Independent Hospital, Odiham Road, Hartley Wintney, Hampshire, RG27 8BS | |
| 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:

.....

Date:

.....

| |
|---|
| <p><i>For Personnel Department use only:</i></p> <p><input type="checkbox"/> Rejected before interview</p> <p><input type="checkbox"/> Rejected after interview</p> <p><input type="checkbox"/> Offered job</p> <p><input type="checkbox"/> Other:</p> |
|---|