

SECONDARY EDUCATION

[illegible]

FURTHER EDUCATION AND PROFESSIONAL EDUCATION

| Qualifications Obtained and Place of Study | From | To | Grades / Full or Part Qualifications Obtained |
|--|------|----|---|
| | | | |

You will be required to produce qualification certificates as evidence, if formally appointed

PROFESSIONAL REGISTRATION

| | | |
|---|---|------------------------|
| Professional Registration Body (eg. UKCC) | Registration / Pin Number: | Expiry / Renewal Date: |
| | Type of Registration: Full / Temporary (please delete) | |

PRESENT STUDY

| RECENT STUDY | | | |
|-----------------------------------|----------------|------------|----------------|
| Qualifications Currently Studying | Levels,/ Parts | Exam Dates | Place of Study |
| | | | |

ADDITIONAL INFORMATION

You are invited in this section to give any additional information you feel is relevant to your application. Describe how your skills, qualifications & experiences meet the requirements of the Person Specification. Include your reasons for applying and why you think you should be appointed. You may want to include reference to hobbies / interests. **Continue on a separate sheet if necessary**, or if you wish to attach further relevant information in support of this application, but please do not attach a C.V..

REFERENCES

All appointments are subject to receipt of satisfactory references. Please give the names and addresses of two people who can provide comment on your ability to do the job on offer and have agreed to act as referees. **One of the referees must be a Line Manager / Supervisor with direct knowledge of you from your current or most recent place of employment.** Relatives must not be nominated to act as referees. If you are unable to satisfy these requirements please contact the HR Department.

1. Name:

2. Name:

Designation / Title:

Designation / Title:

Address:

Address:

Tel. No:

Tel. No:

E-mail Address:

E-mail Address:

Please tick here if you do not wish your referees to be approached unless you are offered a post provisionally ☐

REHABILITATION OF OFFENDERS

A) REHABILITATION OF OFFENDERS ACT 1974

Have you any criminal convictions, bind over orders or cautions which are not yet 'spent' under the Act ?

YES/NO

Are you currently the subject of any criminal proceedings, still pending, which might lead to a conviction ?

YES/NO

B) REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975

This post carries an exemption from the Rehabilitation of Offenders Act 1974. **You are, therefore, required to provide details of all previous criminal convictions.** Criminal convictions will be taken into account for recruitment purposes only where the conviction is relevant to the post applied for. Failure to declare any conviction (whether 'spent' under the Rehabilitation of Offenders Act 1974 or not) could lead to the withdrawal of an offer of appointment or constitute grounds for disciplinary action or dismissal. You may be required to complete an application for Disclosure from the Criminal Records Bureau (CRB) prior to a formal offer of appointment being made.

Have you ever had any criminal convictions, bind over orders or cautions ?

YES/NO

You will be required to give details of criminal convictions if you are shortlisted for interview.

Number of Days:-

Number of Occasions :-

The Trust reserves the right to verify the above information with your current or previous employer, and any offer of employment will be subject to satisfactory medical examination

How did you become aware of this vacancy (eg.: "Opportunities", Local Press, Trust Website, Job Centre, Professional Journal)

I declare that the information contained in this form is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, the Trust has the right to dismiss me from my employment. I also understand that canvassing will disqualify and any offer of the post is subject to satisfactory medical examination, references and, if applicable, Criminal Records Bureau Disclosure.

Signature of Applicant:-

Date:-

The reasons detailed for an unsuccessful candidate's rejection, should demonstrate how the candidate failed to meet the requirements of the Job Description / Person Specification / Standard of Competition. To state "Not suitable" does not provide a sufficient enough explanation of why the candidate was rejected. Acceptable reasons at shortlisting might be, eg. "Candidate lacked the necessary qualifications, or required experience". For interview, reference should be made to an adequate, well specified and job related Person Specification. Any checklist or reasons for accepting or rejecting candidates should therefore be based on such a Person Specification. Acceptable reasons for rejection might then state, e.g. "Candidate did not demonstrate a proven ability to liaise effectively", assuming that such a factor was a specified requirement.

Signature of Manager:-

Designation:-

Date:

Non-Medical / 07 / 03

STRICTLY CONFIDENTIAL
FOR MONITORING PURPOSES ONLY

The Trust is committed to an ongoing programme of action to make it's Equal Opportunities policy effective. To ensure the policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the information below:-

POST REF. No:

NAME (Block Capitals):

1. Choose ONE SECTION ONLY from I) to V), then indicate your ethnic background by ticking the appropriate box.

I) WHITE ☐ A. British ☐ B. Irish ☐ C. Any other White background
identify.....

II) MIXED ☐ D. White & Black Caribbean ☐ E. White & Black African
☐ F. White & Asian ☐ G. Any other Mixed background
identify.....

III) ASIAN or ASIAN BRITISH ☐ H. Indian ☐ J. Pakistani
☐ K. Bangladeshi ☐ L. Any other Asian background
identify.....

IV) BLACK or BLACK BRITISH ☐ M. Caribbean ☐ N. African ☐ P. Any other Black background
identify.....

V) CHINESE or OTHER ETHNIC GROUP ☐ R. Chinese ☐ S. Other Ethnic Group
identify.....

2. Country of Birth:.....

3. Nationality:

4. Title (delete): DR / MR / MRS / MISS / MS / Other (please indicate)

5. Do you consider yourself disabled as defined by the Disability Discrimination Act? * YES / NO

* "A physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities". If yes, please describe the nature of your disability overleaf.

6. Date of Birth:

7. Do you require a Work Permit? YES / NO

8. Gender (delete) Male / Female

TO BE DETACHED AND RETAINED IN THE HR DEPARTMENT



INVESTOR IN PEOPLE