st oswald's hospice

quality time for everyone

PART TWO

St Oswald's
Staff Application Form

Please return to: Human Resources Department, St Oswald's Hospice, Regent Avenue, Gosforth, Newcastle, NE3 1EE. Tel: 0191 285 0063, Fax: 0191 2848004, Email: humanresources@stoswaldsuk.org, Website: www.stoswaldsuk.org

Notes on the Application Form

If you are unable to complete the form in this format please contact us to discuss further options.

- Make sure that you fill in all sections of the form. Only applications made on our form are accepted, we do not accept CVs unless stated in the advert.
- The application form plays a key part in our recruitment process and we use the information you give us to decide whether to offer you an interview.
- The form is also used as the first stage of our vetting process so it must be completed in full.
- In order to make this decision, we will consider how well you meet the selection criteria, using the information that you give us in your application.
- We can not make assumptions about your achievements or abilities, we will only use the information that you give us in your application. We will check to confirm your qualifications are as you state them on the form.

Completing your Form

- Please make sure that you study the job description and person specification carefully before completing your form. These will tell you about the job and about the skills we are looking for.
- Before completing the form, consider how your current and previous employment, any voluntary or community work you've done, your experience in running a home, skills you may have gained through sporting, leisure or college activities may be useful in helping you to demonstrate that you meet the selection criteria.
- Because all organisations continually grow we are also interested in your own ability to grow within the job you are applying for and look to your application to demonstrate your evidence of this.
- When listing your previous employment and education, please ensure that they are given in date order and that the dates are correct. If you are interviewed we may want to ask you for an explanation of any time gaps on your form.
- Make sure you complete the form fully and legibly. If you use additional sheets make sure that you print your name and page number clearly on each sheet.
- You may want to draft out your supporting statement first so that you can amend before copying it onto the actual form.
- When completing the supporting statement make sure that you assess your skills against the person specification and give examples of how you meet the person specification.
- Make sure that you sign and date the form before returning it.
- If you have difficulty in completing the form you can ask someone to do it on your behalf, but you must sign and date the form to confirm that you agree with the content.

Staff Application Form

POST APPLIED FOR:_____

WHERE DID YOU HEAR ABOUT THE VACANCY?_____

SURNAME:

FIRST NAME(S): **TITLE:MR/MRS/ MISS/MS/DR/REV**

ADDRESS:

POSTCODE:

DAYTIME TEL NUMBER: **EVENING TEL NUMBER:**

EMAIL ADDRESS:

ADDRESS FOR CORRESPONDENCE IF DIFFERENT FROM PREVIOUS:

PROFESSIONAL REGISTRATION NUMBER (IFAPPLICABLE): **EXPIRY DATE:**

NATIONAL INSURANCE NUMBER:

WORK HISTORY

CURRENT POST
N.B. Please explain any gaps in your employment history

Current position and brief details of the post	Employer's name and address	Date Appointed
Reason for leaving:		
Notice period:	Current Salary:	

PREVIOUS POSTS: Please cover the last ten years beginning with the most recent.

Post held	Employer's name and address	From	To

Please continue on a separate sheet if necessary

EDUCATION

GENERAL AND FURTHER EDUCATION

Please list all educational subjects attained, including grades and year attained. Please list chronologically, with the most recent first. Please demonstrate that you have the essential qualifications as detailed in the Person Specification. We will seek evidence of these for all successful applicants.

Qualifications Attained	Grade	Year

Please continue on a separate sheet if needed

TRAINING AND CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Please list any training and CPD you have undertaken that is relevant to the post that you have applied for. Please list chronologically, with the most recent first.

Description	Date

Please continue on a separate sheet if needed

REFERENCES

Please provide the contact information of two referees who can comment on your work. One **must** be from your present or most recent employer, and a professional person who has known you for more than two years in a work related setting. If you can not provide references from two people who can comment on your work we will accept a reference from a college tutor, trainer or someone who is not a relative or friend who can comment on your suitability for this post.

WE WILL NOT SEEK REFERENCES UNTIL A CONDITIONAL OFFER IS MADE.

First Reference	**Second Reference**
Name	Name
Job Title *(If applicable*)	Job Title *(If applicable)*
Address Postcode Tel. Number Email Address	Address Postcode Tel. Number Email Address

SUPPORTING STATEMENT

Please explain:

i. why you have applied for the post,

ii. what skills and experience you think would make you suitable for the post by making reference to the Job Description and Person Specification.

SUPPORTING STATEMENT CONTINUED

Continue on a separate sheet if necessary

DECLARATIONS

1. St Oswald's aims to promote equality of opportunity for all with the right mix of talent, skills, and potential and welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having a conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

St Oswald's meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 for many of the posts for which it recruits. Under the Act applicants who are offered employment will be subject to an enhanced Disclosure & Barring Service (DBS) check from the Disclosure & Barring Service before the appointment is confirmed. The check will include details of convictions(current or spent), cautions, reprimands, final warnings and any other information that might have a bearing on your suitability for the post.

I understand that because of the sensitive nature of the duties of some posts successful candidates may be expected to undertake an enhanced Disclosure & Barring Service Check that will highlight details of any criminal convictions (current or spent), cautions, reprimands and final warnings and any other information that might have a bearing on my suitability for the post.

Signed: **Dated:**

2. FOR POSTS WITH PATIENT CONTACT ONLY

Successful applicants in posts that have patient contact will be required, where it is deemed necessary by the Occupational Health Adviser, to undertake an initial immunisation against Hepatitis B and maintain this throughout their employment with St Oswald's Hospice as a matter of contractual obligation.

Are you willing to abide by this contractual obligation?

Yes / No *Please delete as appropriate*

3. I confirm that the information I have given on this form is true, correct and complete, and I understand that any misleading statements may be sufficient for cancelling any agreements made.

Signed: **Dated:**

Should it transpire that any of the information you have provided is false, incorrect, or that any answer to a direct question is omitted, your employment may be terminated. Any offer of employment is made subject to references, Occupational Health clearance and where applicable an acceptable DBS Disclosure. The information you provide on this form will only be held in a manual system and used for the purposes of assessing your application for the post. Applications from unsuccessful candidates are held with us for one year.

Please return to: Human Resources Department, St Oswald's Hospice, Regent Avenue, Gosforth, Newcastle, NE3 1EE. Tel: 0191 285 0063, Fax: 0191 2848004, Email: humanresources@stoswaldsuk.org, Website: www.stoswaldsuk.org

ONCE COMPLETE…

Please send your completed Application Form and Equal Opportunities Monitoring Form to:

Email: humanresources@stoswaldsuk.org

HR Department
St Oswald's Hospice,
Regent Avenue,
Gosforth,
Newcastle upon Tyne,
NE3 1EE

PLEASE NOTE: As a charity we are always aware of our costs and therefore if you have not received a response to your application within four weeks of the closing date, please assume that you have been unsuccessful on this occasion.