



**JOB APPLICATION FORM**

Please fully complete all sections of this application form

<b>Position(s) you are applying for (please list each position if you are applying for more than one)</b>	
<b>Which location is the position(s) you are applying for</b>	
<b>Where did you hear about this vacancy?</b>	

**Your details**

<b>First Name</b>	
<b>Last Name</b>	
<b>Title</b>	
<b>Known As</b>	
<b>Address</b>	
<b>Home</b> 📞	
<b>Mobile</b> 📞	
<b>Email (please ensure you provide an email address)</b>	
<b>National Insurance Number</b>	

	Yes	No
<b>Do you have a full current driving licence?</b>		
<b>Is it free of endorsements?</b>		
<b>If no, please provide details:</b>		
<b>If the post is an essential car user, do you have business insurance?</b>		
<b>If the post is an essential car user, do you have access to a car during work hours?</b>		

Please note that this post is subject to a satisfactory Disclosure and Barring Service (DBS) checks, which will disclose all cautions, reprimands and warnings as well as convictions.

	Yes	No
<b>Have you received any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 210 1198)?</b>		
<b>To your knowledge, are you currently the subject of any criminal proceedings (for example, charged or summoned but not yet dealt with) or any police investigation?</b>		

- Telling us about a criminal record may not necessarily prevent you from being offered a job. We may consider the type of offence, the time since it happened, your age at the time and any other relevant factors when we make a decision on whether to offer you a job.

- In addition to completing this application form, you are required to provide us with details of all spent and unspent convictions. Please send this information to us under separate, confidential cover to [hr@hospitalofgod.org.uk](mailto:hr@hospitalofgod.org.uk). Remember to include your name, address and the position for which you are applying. We guarantee that the information you provide be used fairly and will only be seen by those who need to see it as part of the recruitment process.

	Yes	No
<b>Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?</b>		
<b>If yes, please provide details (including visa status, dates and any restrictions)</b>		
<b>Do you have any visa restrictions on the number of hours you can work (eg. student visa)</b>	Yes	No
<b>If yes, please provide details</b>		

- To enable us to comply with our obligations under the Asylum and Immigration Act, you will be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you. You will be given details of the original document or documents which are required at the appropriate time.

	Yes	No
<b>Have you previously worked for The Hospital of God?</b>		
<b>If yes, when and in what capacity?</b>		

	Yes	No
<b>Are you related to any person who is employed by The Hospital of God?</b>		
<b>If yes, please give details</b>		

	Yes	No
<b>If offered this position, will you continue to work in any other capacity?</b>		
<b>If yes, please give details</b>		
<b>On what date would you be available to commence this employment?</b>		

## Education and Training

<b>Please provide details of your educational and training qualifications</b>

*Please continue on a separate sheet if necessary*

## Employment History

### Present/ last employer

<b>Name of employer</b>			
<b>Address</b>			
<b>Telephone number</b>			
<b>Position held</b>			
<b>Date started</b>		<b>Date left (if applicable)</b>	
<b>Starting salary</b>		<b>Final salary</b>	
<b>Brief details of job</b>			
<b>Reason for leaving (if applicable)</b>			

### Please give details of your previous employment history (most recent first)

<b>Name of employer</b>			
<b>Address</b>			
<b>Telephone number</b>			
<b>Position held</b>			
<b>Date started</b>		<b>Date left (if applicable)</b>	
<b>Starting salary</b>		<b>Final salary</b>	
<b>Brief details of job</b>			
<b>Reason for leaving</b>			

<b>Name of employer</b>			
<b>Address</b>			
<b>Telephone number</b>			
<b>Position held</b>			
<b>Date started</b>		<b>Date left (if applicable)</b>	
<b>Starting salary</b>		<b>Final salary</b>	
<b>Brief details of job</b>			
<b>Reason for leaving (if applicable)</b>			

<b>Name of employer</b>			
<b>Address</b>			
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<b>Date started</b>		<b>Date left (if applicable)</b>	
<b>Starting salary</b>		<b>Final salary</b>	
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<b>Name of employer</b>			
<b>Address</b>			
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<b>Position held</b>			
<b>Date started</b>		<b>Date left (if applicable)</b>	
<b>Starting salary</b>		<b>Final salary</b>	
<b>Brief details of job</b>			
<b>Reason for leaving (if applicable)</b>			

<b>Name of employer</b>			
<b>Address</b>			
<b>Telephone number</b>			
<b>Position held</b>			
<b>Date started</b>		<b>Date left (if applicable)</b>	
<b>Starting salary</b>		<b>Final salary</b>	
<b>Brief details of job</b>			
<b>Reason for leaving (if applicable)</b>			

**Please use this space to explain any gaps in employment or provide further employment history details**

## **The Job and You**

**Our work is all about people, we want to find out about you as a person. Please use this space to tell us why you want to work for our Charity, why this job is the right role for you and what skills and experience you will bring (please refer to the Person Specification and Job Description for the role to answer this question).**

*Please continue on a separate sheet if necessary*

## Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments, we can make to help you in your application or with our recruitment process.

### Sign and date the declarations and authorisation below:

- I declare that the information given by me, to the best of my knowledge, is true and complete.
- I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.
- In accordance with the General Data Protection Regular, I hereby give my consent for The Hospital of God to process the information contained in this application form (including the processing of special categories of data) for recruitment and selection purposes and for monitoring data and diversity statistics.
- I confirm I have read the Compliance Statement (Privacy Notice).

<b>Name (block capitals)</b>	
<b>Signature</b>	
<b>Date</b>	

Please email completed application forms (together with your CV) to [hr@hospitalofgod.org.uk](mailto:hr@hospitalofgod.org.uk) or post to HR Department, Estate Office, Greatham, Hartlepool, TS25 2HS.