

APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Thank you for your interest in working for St George's Bristol. This form is intended to make the application process as straightforward as possible and to ensure that all applicants are treated on a strictly equal basis.

POSITION APPLIED FOR (JOB TITLE)	DATE OF APPLICATION
---	----------------------------

HOW DID YOU LEARN ABOUT THIS JOB? (please specify where you saw the advertisement)

PERSONAL DETAILS

SURNAME	FORENAME(S)
CONTACT ADDRESS	
POSTCODE	TELEPHONE (DAY)
TELEPHONE (EVENING)	MOBILE TELEPHONE
E-MAIL	
DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK?	Yes/No
<p>ENTITLEMENT TO WORK IN THE UK To take up this post you must have the right to work in the UK. Please note that St George's Bristol does not hold a sponsor licence and, therefore, does not issue certificates of sponsorship under the points-based system.</p> <p>Please state whether you have the right to work in the UK?</p>	
<p>DO YOU HAVE ANY CONVICTIONS THAT ARE NOT YET SPENT UNDER THE REHABILITATION OF OFFENDERS ACT? Having a criminal record will not necessarily bar you from working for St George's Bristol – much will depend on the type of job you have applied for and the background and circumstances of your offence. For some posts, an offer of employment will be subject to a DBS check. If this applies to the post for which you are applying, this will be noted in the application pack. If yes, please give details:</p>	

EDUCATION AND TRAINING

Secondary Education School(s)	Dates	Examinations passed (GCSE/O and A levels or equivalents) with grades

Further/Higher Education UNIVERSITY / COLLEGE / INSTITUTE	Dates	Qualifications obtained (with grades)

Other Training (Professional qualifications or training courses)	Dates	Qualifications obtained (if appropriate)

Which computer software packages are you familiar with?

EMPLOYMENT HISTORY

PRESENT OR MOST RECENT EMPLOYER

Name and Address of Employer	Brief description of duties
Post Held:	Nature of business
Date appointed	Date left (if appropriate)
Reason for leaving / wishing to leave	
Notice period	Type of employment: e.g. full time/part time/ perm/temp

PREVIOUS APPOINTMENTS (most recent first) Please account for periods of unemployment.

Dates (month/year)	Name of Employer/ Position you held	Brief description of duties	Type of employment: e.g. full time	Reason for leaving

SUPPORTING INFORMATION

With reference to the Person Specification, please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the post described. Please provide examples that demonstrate where possible.

REFEREES

Please give details of two referees, one of whom should be your present or most recent employer, the other could be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for. References will only be taken up for successful candidates following interview.

If you do not wish us to contact your present employer without your permission please tick this box []

If you agree to us contacting your present employer at any time, please tick this box [].

REFEREE 1 (present or most recent employer)

Name	Position
Company	
Address	
E-mail	Telephone
In what capacity does this person know you?	

REFEREE 2

Name	Position
Company	
Address	
E-mail	Telephone
In what capacity does this person know you?	

DECLARATION

I declare that to the best of my knowledge the information given on this form is true and correct. I understand that it will be treated as part of any contract of employment should I be offered and accept employment within the company. I understand that misleading statements or deliberate omissions may be sufficient grounds for withdrawing or cancelling any offer of employment or render me liable to subsequent dismissal. I understand that the information will be stored subject to the provisions of the Data Protection Act and General Data Protection Regulations. I agree to information provided on this form and the equality monitoring form being used by St George's Bristol in accordance with the Regulations and in particular for equal opportunities monitoring.

Signed	Date
---------------	-------------