

**PRIVATE & CONFIDENTIAL**  
**Application Form**

Please return this completed form by email to [jobs@stch.org.uk](mailto:jobs@stch.org.uk).

If you are shortlisted, please let us know if you would like any reasonable adjustments to be made during the recruitment process.

About You			
Application for the post of :		Closing date:	
Forename(s):		Address:	
Surname:			
Telephone Home:			
Mobile:			
Email address:			
<p><b>Please indicate where you heard about this vacancy</b> Please specify below:</p>			
Education & Professional Qualifications			
School/College/ University/ Organisation/ Awarding Body	Subject & Level	Date attained	Grade/Pass
<p><b>Other (including professional qualifications &amp; training):</b></p>			



<b>Organisation:</b>	<b>Position held:</b>
Address:  Email: Tel No:	Brief description of duties:
Date from	To
<b>Organisation:</b>	<b>Position held:</b>
Address:  Email: Tel No:	Brief description of duties:  Nature of the business:
Dates from	To
<input type="checkbox"/> Please tick the box if you have used supplementary sheets	
<b>Final Comment</b>	
Tell us what makes you the right person for this role	
<b>Employment Eligibility</b>	
<p>Are you currently eligible for employment in the UK?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If successful in your application for this post, you will be required to provide evidence of your entitlement to live and work in this country. Evidence could include a passport showing that you are a British Citizen or have a right to live in the UK, or a full birth certificate and a document showing a permanent National Insurance and name.</p> <p>Are you able to provide this evidence?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	

**Criminal Record**

We recognise the contribution that former or ex-offenders can make as employees and welcome applications from them. A person's criminal record will not, in itself, prevent that person from being appointed to this role. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused roles because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.

**Do you have any unspent convictions?**     Yes     No

**Roles Exempt from the Rehabilitation of Offenders Act 1974:**

ONLY answer the declaration below if the role you're applying for is exempt from the Rehabilitation of Offenders Act 1974 (please check the advert to see if this applies).

The role you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). For further information on filtering please refer to Nacro [guidance](#) and DBS [website](#).

**Exempt declaration:** Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?  Yes  No

Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](#), the national crime reduction charity. If you have answered yes to either question, we will ask you for details of your criminal record and undertake a confidential risk assessment with you to determine your suitability for the role you have applied for.

**DECLARATION**

**Professional Conduct**

- I confirm I am not the subject of any investigation or proceedings by any regulatory body in relation to health/social care professionals, including such regulatory body in another country?  
 Yes     No
- I confirm I have never been disqualified from the practice of a profession or required to practise it subject to specific limitations following a fitness to practice investigation by a regulatory body, in the UK or another country?  
 Yes     No

**Information Provided**

- I understand that any appointment is dependent on the information provided on this form and throughout the recruitment process being correct, and that providing false information will disqualify me from an appointment, or will lead to my employment being terminated if I am appointed.  
 Yes     No

**Data Storage**

- St Catherine's Hospice will use this information in relation to my application for employment and will retain my personal data in line with current General Data Protection Regulations.
- St Catherine's Hospice will keep this application form in line with our data retention policy, up to 12 month, unless you advise us otherwise.

Signature:

Date:

**Equal Opportunities Monitoring Form**

The information will help us ensure our Equal Opportunities Policy is working to the benefit of all our employees. We use this anonymous information to understand who is applying for employment with us.

Disability - the Equalities Act 2010 defines a disability as a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

**1. Do you consider that you have a condition (medical or otherwise) which would be likely to have an effect on your ability to carry out your employment?**

No     Yes

If yes - please describe what, if any, reasonable adjustments you would need to enable you to perform effectively at a recruitment event or in subsequent employment:

**2. What is your nationality?**

**3. What is your ethnic origin?**

White

- British or Mixed British
- English
- Northern Irish
- Scottish
- Welsh
- Any other - please state

Asian or Asian British

- Pakistan
- Indian
- Bangladeshi
- Chinese
- Any other - please state

Black or Black British

- African
- Caribbean
- Any other - please state

Mixed

- White and Black Caribbean
- White and Asian
- White and Black African
- Any other please state

Other ethnic group, please state:

**4. What is your gender?**

Male  
 Female

**5. What is your age?**

**6. To which religion/belief group to you belong?**

- |                                    |   |   |                                |
|------------------------------------|---|---|--------------------------------|
| <input type="checkbox"/> Baha'i    | <input type="checkbox"/> Islam (Muslim) | <input type="checkbox"/> Rastafarianism | <input type="checkbox"/> None  |
| <input type="checkbox"/> Buddhism  | <input type="checkbox"/> Jainism        | <input type="checkbox"/> Sikhism        | <input type="checkbox"/> Other |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Judaism        | <input type="checkbox"/> Zoroastrian    |                                |
| <input type="checkbox"/> Hinduism  | <input type="checkbox"/> Pagan          |   |                                |