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| **R:\Accessible - All Can Read\Rennie Grove brand toolkit\Brand guidelines inc logos\Logos\PNG files for Microsoft and online\RG_RGB_2019_50mm_A5.png**  **Application form**  Please send your completed application by email to [jobs@renniegrove.org](mailto:jobs@renniegrove.org)  Registered charity: 1140386 | | | | | |
| Role applied for: |  | | Date of application: |  | |
| **Personal information** | | | | | |
| First name(s): |  | | Surname: |  | |
| Known as: |  | | Title: |  | |
| Address: |  | | | | |
| Mobile telephone: |  | | Home telephone: |  | |
| Work telephone: |  | | Can we contact you at work? | YES / NO  (delete as applicable) | |
| Email address: |  | | | | |
| Do you have the right to work in the UK? | YES / NO  (delete as applicable) | Do you have proof of eligibility to work in the UK, for example a British passport? | | | YES / NO  (delete as applicable) |
| If you are not a British citizen, you can evidence your right to work by obtaining a right to work share code from the following website:  <https://www.gov.uk/prove-right-to-work> | |  | | | |
| If you consider yourself to be disabled under the Equality Act (2010), how can we best support you if you are shortlisted for interview? | |  | | | |
| Please note: you are **ONLY** required to answer the following two questions if the job description states that manual handling and/or heavy lifting is a key requirement of the role. | | | | | |
| Are you aware of any health conditions or disability which may impair your ability to carry out the manual handling and/or heavy lifting tasks detailed in the job description? | | YES / NO / not applicable to the role  (delete as applicable) | | | |
| If yes, how could we best support you to enable you to carry out this key function of the role? | |  | | | |
| Do you hold a full, current driving licence which can be used in the UK?  (The job description states if this is a requirement) | | YES / NO  (delete as applicable) | | | |
| Do you have access to a vehicle which can be used for work purposes?  (The job description states if this is a requirement) | | YES / NO  (delete as applicable) | | | |
| **Marketing information** | | | | | |
| How did you become aware of this vacancy? | |  | | | |

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| **Education and professional qualifications** | | | |
| Detail all relevant qualifications, including any subjects that are currently being studied. | | | |
| Subject/qualification | Place of study | Grade/result | Year obtained |
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| Detail membership of professional bodies.  If you are applying for a nursing role, please include your Nursing PIN number and expiry date. | | | |
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| **Current or most recent employment** | | | |
| Employer name and address: |  | Start date: | End date: |
|  |  |  |  |
| Job title: |  | Current salary: |  |
| Describe your key duties, responsibilities and achievements in this role: | | | |
|  | | | |
| Reason for leaving/seeking change: |  | Notice period: |  |

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| **Previous employment history (please account for any gaps in employment)** | | | |
| Starting with the most recent, detail your previous employment.   * If you need additional space continue on a separate sheet and attach it with your application. * Attach a copy of your current CV if you wish. | | | |
| Previous employer 1 |  | Start date: | End date: |
| Name and address: |  |  |  |
| Job title: |  | Reason for leaving: |  |
| Describe your key duties, responsibilities and achievements in this role: | | | |
|  | | | |
| Previous employer 2 |  | Start date: | End date: |
| Name and address: |  |  |  |
| Job title: |  | Reason for leaving: |  |
| Describe your key duties, responsibilities and achievements in this role: | | | |
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| **Supporting statement** | |
| Use this space to tell us why you are interested in working for Rennie Grove Hospice Care.   * Provide examples/demonstrate how you match the job description and why you believe you are a suitable candidate for the role. * You may wish to include skills developed outside of work, for example, voluntary work, social or community activities etc. * If you need additional space please continue on a separate sheet and attach it with your application. | |
| Supporting statement: DESCRIBE HOW YOUR SKILLS AND EXPERIENCE MATCH THE REQUIREMENTS FOR THE ROLE. | |
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| **Disqualifications / specific limitations** | |
| Have you ever been disqualified from the practice of a profession or required to practice under specific limitations? | YES/ NO  (delete as applicable) |
| **Clinical only.** Have you had any restrictions placed on your clinical practice as part of the revalidation process? | YES/ NO  (delete as applicable and detail below) |
| **Clinical only.** Have you been subject to a fitness to practice investigation or any proceedings by a regulatory licencing body? | YES/ NO  (delete as applicable and detail below) |
| **Clinical only.** Have you been removed from the register or had conditions or sanctions placed on your registration or been issued with a warning? | YES/ NO  (delete as applicable and detail below) |
| **Criminal records** | |
| Many areas of work at Rennie Grove mean that under the Rehabilitations of Offenders Act (1974) you must declare any unspent cautions of convictions. Do you have any unspent convictions or cautions? |  |
| If the job description states that a standard or enhanced DBS is needed, you must also declare if you have any adult cautions or spent convictions that are not ‘protected’. Do you have any unprotected spent convictions or cautions? |  |
| **Equal opportunities** | |
| Rennie Grove Hospice Care is an equal opportunities employer. | |
| **General Data Protection Regulations** | |
| If you are offered employment with Rennie Grove, we will hold and process your data in accordance with the General Data Protection Regulations. If you are not offered employment with Rennie Grove, we will hold your data and application for 12 months, after which it will be securely destroyed (unless you ask us to keep it on file for future vacancies). If you are making a speculative enquiry, we will hold your data on file for 6 months, after which it will be securely destroyed. | |

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| **Declaration** | | | |
| **In making this application to Rennie Grove Hospice Care:**  I confirm all information contained within this form and any related document is complete and accurate in every respect. I accept that Rennie Grove is entitled to withdraw any offer of employment, or immediately terminate my employment, if the information contained in my application is found to be inaccurate or untrue.  I confirm my information may be held by Rennie Grove in accordance with the General Data Protection Regulations, as detailed above.  I understand that the Rennie Grove Privacy Notice is available for me to access and view at any time on the Rennie Grove website, so I may further understand how my personal data will be used.  I authorise Rennie Grove to disclose information to its agents, carry out reference checks and verify the information I have provided.  I understand that any offer of employment will be subject to proof of entitlement to work in the UK, receipt by Rennie Grove of two satisfactory references and, where applicable to the role, satisfactory completion of a DBS check, medical health check and / or evidence of a full, current UK driving licence.  I understand and accept that Rennie Grove is a non-smoking organisation.  I understand that my email will be taken as my agreement to this declaration if I submit my application electronically. | | | |
| Name: |  | Signature: |  |
| Date: |  | | |