**For office use only**

# Hospital of St Mary the Virgin Almshouses Charity

**Application for employment**

# Surname: First name(s)

**Position applied for: Manager**

Where did you see this job advertised?

Please complete and submit this form electronically: if there is not enough space for you to answer any of the questions, please continue on a separate sheet.

# Personal details

|  |  |
| --- | --- |
| Surname: | Forenames: |
| Title: | |
| Home address: | Correspondence address (if different): |
| Post code: | Post code: |
| Phone numbers:  Day:  Evening:  Mobile: | E-mail: |
| Are you on the DBS Children’s Barred List or disqualified from work with vulnerable adults?  Note that this appointment is exempt from the Rehabilitation of Offenders Act 1974. You *must* declare any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975  ( as amended 2013)  **Please also see declaration at end of application** |  |
| Are you related to, or have a close relationship, with any employee or trustee of the Charity? |  |
| Do you have a clean current driving licence? |  |

**Education and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Dates attended | Qualifications obtained (including A level grades / training/degree class(es) | Date obtained |
| Secondary school(s) |  |  |  |
| Any relevant qualifications: Training/Further/ Higher Education |  |  |  |

Current salary? [not mandatory]

Notice period?

Reason for leaving / wishing to leave:

Address:

Job title:

Brief description of responsibilities:

Since?

**Employment history**

**Current employer:**

**Previous employers** (most recent first). This list must be continuous with no gaps: if there are gaps between jobs, please explain the reason (e.g., family break, unemployed). Please continue on an extra sheet if necessary.

|  |  |  |
| --- | --- | --- |
| Employer | Dates | Position held with brief description of responsibilities |
|  |  |  |

# Referees

Please give the names of two referees who can make a well-informed recommendation about your suitability for this post. One must be your current or most recent employer.

Please note that we reserve the right to contact other people who know you and may be in a position to comment.)

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Phone: | Phone: |
| E-mail: | E-mail: |
| Relationship: | Relationship: |
| Can we approach this referee prior to interview  **Yes/No** | Can we approach this referee prior to interview  **Yes/No** |

**Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**:

|  |
| --- |
| **Important: now please sign the declaration (if you are applying electronically you will be asked to sign a hard copy if offered the post).** |
| I declare that all the information I have provided in respect of this application is full and correct at the time of application and that I have not omitted anything that should be relevant to the appointment of someone who will work with unsupervised access to children. I declare that I have no 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).  Signed: Date: |
| *If you cannot sign such a declaration, you are not necessarily disbarred from applying and being offered at post at The Hospital of St.Mary the Virgin Almshouses Charity. Please read the* Information for Applicants *carefully and, if in doubt, call the Clerk to the Charity, Tim Gray on 07934 858022 to discuss the matter in the strictest confidence. If you wish to disclose any convictions, these should be set down on a separate sheet and attached to the application in a sealed envelope marked ‘Private & Confidential – for the attention of the Chairman of Trustees only’.* |