

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 <i>must</i> 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 | | | |

Employment history

Current employer:

Since?

Address:

Job title:

Brief description of responsibilities:

Reason for leaving / wishing to leave:

Notice period?

Current salary? [not mandatory]

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 on the next page(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 separatesheet and attached to the application in a sealed envelope marked 'Private & Confidential – for the attention of the Chairman of Trustees only'.

- This completed and signed application form, together with a letter addressed to the Trustees setting out why you think you would be suitable for this post and what strengths you would bring to it should be sent by e-mail to tgray@mincoffs.co.uk to arrive not later than 10.00a.m. on **Monday 7 June 2021**
- Further information about the Charity is available at <https://www.hsmtv.org>
- If you would like to discuss this post before submitting your application, please e-mail the Clerk, Tim Gray: tgray@mincoffs.co.uk providing a daytime telephone number at which you can be contacted.
- It is not the Charity's policy to acknowledge each application for a post: if you have not heard from the Charity by **18 June 2021**. please take that as an indication that your application has not been successful. The Charity therefore takes this opportunity to thank you for your interest in this post and wishes you well in your search for suitable employment.