

Version	Date Published	Review Status
3.2	July 2011	Reviewed Nov 2019

Belford Medical Practice Job Application

This form may not allow sufficient space for provision of the information requested, or other information you feel would be relevant to the application. If this is the case, please include additional sheets.

PERSONAL DETAILS:

Post applied for:	
Where did you see the post advertised?	
Surname:	First Name(s):
Address:	
Postcode:	
Telephone No: Daytime:	Evening:
E-mail address:	
Are you legally eligible for employment in the UK?	Yes / No (delete as applicable)
Do you require a work permit to work in the UK?	Yes / No (delete as applicable)
<p><i>Please note that prior to making an offer of employment, we are required by law to verify documentary evidence (and maintain copies for our files) regarding a candidate's eligibility to work in the UK. This applies to all applicants regardless of nationality/origin.</i></p>	
Have you any criminal convictions which are not 'spent'?	
Yes / No (delete as applicable)	
If yes please give dates and details.	
<p>[Delete the following paragraph if this is a non-clinical post which is currently not covered by this exemption:]</p> <p><i>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, which means that applicants are not entitled to withhold any information requested about previous convictions even if, in other circumstances, they would be regarded as 'spent' under the Act.</i></p>	

CURRENT (OR MOST RECENT) EMPLOYMENT OR WORK EXPERIENCE

Title of Post	
Number of Hours worked per week:	
Name and Address of Employer	
Postcode	
Nature of Business	Date of Appointment
Salary and Hourly Rate (Full time equivalent)	Period of Notice / Contract End Date
Summary of Duties Responsibilities	
Reason for Leaving:	

PREVIOUS EMPLOYMENT (most recent first - you may include unpaid work)

Please give a brief explanation of any periods of unemployment

Employer's Name and Address	Title of Post Held	Salary and Scale (FTE)	Date From	Date To	Reason for leaving

EDUCATION AND QUALIFICATIONS (most recent first). Include details of any qualifications for which you are currently studying/expect to attain.

Schools, Colleges Universities or other Training organisations	From*	To*	Programme of study/examinations taken (with levels and grades)

* Inclusion of qualification dates is not compulsory

PERSONAL INTERESTS/HOBBIES

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REFERENCES

Please give the name, address and telephone number of two people who would be willing to give you a reference. If you are currently or have recently been in employment, one of these should be your current or last employer. If not, a referee should be a person who can make a statement with regard to your character, e.g. a school or college teacher. Referees must not be members of your family or related to you in any way.

Name	Name
Job Title (if applicable)	Job Title (if applicable)
Address	Address
Postcode	Postcode
Telephone	Telephone
How does this person know you?	How does this person know you?
If required, may we take up reference before interview? Yes / No (delete as applicable)	If required, may we take up reference before interview? Yes / No (delete as applicable)

INFORMATION IN SUPPORT OF THIS APPLICATION

In your own words, describe the sort of work you think you would be asked to undertake if you were successful in getting this job:

Please use the space below explain why you would be a good applicant for the post, including any experience you have gained, skills you have to offer (for example, IT skills) and personal qualities. This may include work and voluntary/domestic activities (e.g. school committees, charity work). Please relate your comments to the job description and advertisement.

Please continue on an additional sheet if necessary

The letter inviting shortlisted candidates for interview will ask if you need any adjustments for the interview or recruitment process. There will also be an opportunity at the interview to discuss any adjustments to the workplace or working arrangements that may be required to enable you to carry out your duties if you are recruited.

Please note that *Belford Medical Practice* operates a non-smoking policy covering all practice premises

Data protection

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

The practice treats personal data collected during the recruitment process in accordance with its Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in the practice's job applicant privacy notice.

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

Applicant's signature:	Date:
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Note: Any false, incomplete or misleading statements may lead to dismissal.

This form should be returned to Lorraine Douglas
Email [lorrainedouglas1 @nhs.net](mailto:lorrainedouglas1@nhs.net)
Post to Belford Medical Practice Croft Field Belford NE70 7ER
no later than *Friday 13th November 2020*