  
**Registered Charity No. 1008228**

ROSSENDALE HOSPICE

APPLICATION FORM

|  |  |
| --- | --- |
| Post applied for |  |

*PLEASE PRINT IN CAPITALS OR TYPE*

|  |  |  |
| --- | --- | --- |
| Title | First Name | Surname |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address |  | | |
| Postcode |  | Tel No |  |
| Email Address |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Address to which correspondence is to be sent  **(If different to above)** |  | | |
| Postcode |  | Tel No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you hold a current full driving licence | Yes  / No | Are you presently a vehicle owner? | Yes  / No |

*DELETE AS APPROPRIATE*

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| If you have changed your surname, please indicate your former name. This information is needed to assist referees. “All applicants must adhere to the Department of Health Guidance: Health clearance for tuberculosis, hepatitis B, hepatitis C and HIV”. Information regarding the above can be found on the Dept. of Health Website. |

|  |  |
| --- | --- |
| If offered employment, when would you be available to start work? |  |

|  |  |
| --- | --- |
| Do you require a work permit? (Under the terms of the Immigration & Asylum Act 1999) | Yes  / No |

|  |  |  |  |
| --- | --- | --- | --- |
| Please indicate how you became aware of this job vacancy (tick appropriate box) | | | |
| Job Centre/Careers office |  | Newspaper/periodical |  |
| Help the Hospices website |  | Hospice website |  |
| Other (please specify) |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School /College etc. | Date  From | Date  To | Qualifications / Certificates etc.  (State Subjects) |
|  |  |  |  |

**PROFESSIONAL OR TRADE QUALIFICATIONS** (including qualifications for which you are currently studying)

|  |  |  |
| --- | --- | --- |
| College or Organisation | Date of Passing | Qualification |
|  |  |  |

**PRESENT POST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address  of Employer | Date  Commenced | Post Held | Grade | Annual Salary |
|  |  |  |  |  |

**PREVIOUS POSTS (most recent first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer | From | To | Post Held | Reason For Leaving |
|  |  |  |  |  |

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| In support of your application to be a Trustee you are invited to give a relevant account of your experience and say why you think you are suitable for the role. (If handwritten, this section need not be printed in capitals) |
| Supporting Information continued….. |

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| --- | --- | --- | --- |
| **REFEREES**: ‑ Please provide details of two persons whom we may approach for a reference.  At least one should be your present or last employer (or last school/college attended). | | | |
| Name |  | Name |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Tel No |  | Tel No |  |

***References will only be requested if you are selected for interview***

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| **REHABILITATION OF OFFENDERS ACT 1974**   1. The main provisions of this Act allow certain convicted persons who have not been subsequently re‑convicted to consider their conviction as 'spent'. The general effect of this is that under most circumstances no reference need be made to such conviction or circumstances relating to it by the person concerned, nor should any other person publish it or refer to it. 2. Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue or Rehabilitation of Offenders Act (Exemptions) Order 1975.      1. Applicants are, therefore, not entitled to withhold information about convictions which, for other purposes, are ‘spent’ under the provisions of the Act.      1. In the event of employment, any failure to disclose convictions or cases pending could result in dismissal or disciplinary action by the Hospice. 2. Any information given will be completely confidential and will be considered only in relation to your application to which the order applies. 3. Have you any criminal convictions, cautions or cases pending against you? **Yes  / No** 4. Are you the subject of any police investigation and/or prosecution, in the UK or any other country?  **Yes  / No** 5. Have you ever been convicted of any criminal offence required by law  **Yes  / No** 6. Are you currently the subject of any investigation or proceedings by anybody having regulatory functions in relation to health/social care professionals including such a regulatory body in another country? **Yes  / No** 7. Have you ever been disqualified from the practice of a profession or required to practise it subject to specified limitations following a fitness to practise investigation by a regulatory body, in the UK or another country.  **Yes  / No** 8. Are you currently listed on the POCA (Protection of Children’s Act) or POVA (Protection of Vulnerable Adults) list(s), Education Act 2002  **Yes  / No**     **If you answer YES to any of the above please attach details to your application form.** |

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| --- | --- | --- | --- |
| To the best of my knowledge, the information in this application is correct. I understand the Hospice Trustees reserve the right to withdraw any offer of appointment or to terminate employment already commenced if the information given by me is inaccurate. | | | |
| Signed |  | Date |  |

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| **RETURN THIS FORM TO:** The HR/Admin Officer ‑ Rossendale Hospice  New Cribden House ‑ Rossendale PHCC  161 Bacup Rd, Rawtenstall BB4 7PL |



**ROSSENDALE HOSPICE**

**Registered Charity No. 1008228**

**Equal Opportunity Policy**

Hospice in Rossendale is an equal opportunity employer. The aim of the policy is to ensure that no job applicant or employee receives less favourable consideration, regardless of sex, marriage and civil partnership, gender reassignment, religion or belief, sexual orientation, disability, race, age or national.

Selection criteria and procedures are checked to ensure that individuals are selected, promoted and treated on the basis of their relative merits and abilities.

All staff are given equal opportunity and encouraged to progress within the Organisation.

Hospice in Rossendale is firmly committed to its Equal Opportunities Policy.

Please help us to monitor our selection procedure by ticking the appropriate boxes.

The information that you provide will be treated in the strictest confidence and will under no circumstances be shown to anyone other than the Chairman and the Trustees if applicable. This sheet will be separated from the application form before consideration of candidates takes place.

Thank you for your assistance.

**Please refer to the questions on the other side of this sheet**

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| --- | --- | --- | --- |
| Rossendale Hospice  Rossendale PHCC  161 Bacup Road, BB4 7PL | **ROSSENDALE HOSPICE**  **CONFIDENTIAL**  **INCLUSIVITY MONITORING** | **EMPLOYMENT APPLICATION**  **Applicant Initials:** | Input to EMIS |

**EQUAL OPPORTUNITIES MONITORING – STRICTLY CONFIDENTIAL**

Rossendale Hospice is committed to providing equal opportunity for all and seeks to support all who need us, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation. It is important that we monitor and analyse diversity information so that we can ensure that our processes are fair, transparent, promote inclusivity and do not have an adverse impact on any particular group.

It would be helpful if you could provide the following information. Any information given on this form is confidential and is used for monitoring and statistical purposes only.

1. **Age Monitoring***: (please tick which age group you belong to)*

**□ under 16 □ 16-21 □ 22-30 □ 31-40 □ 41-50 □ 51-60 □ 61-65 □ 65+**

**□ I would prefer not to say**

1. **How would you describe your ethic origin?** *: (please tick one box only)*

White: **□ British □ Irish □ any other White background**

Mixed: **□ White & Black Caribbean □ White & Black African □ White & Asian**

**□ any other Mixed background**

Asian/Asian British: **□ Indian □ Pakistani □ Bangladeshi □ any other Asian background**

Black/Black British: **□ Caribbean □ African □ Any other Black background**

Chinese & Other Ethnic backgrounds: **□ Chinese □ any other Ethnic background** *(Please specify)*

**□ I would prefer not to say**

1. **Which of the following best describes how you think of yourself?**

**□ Heterosexual (straight) □ Gay Man (Homosexual) □ Gay Woman (Lesbian) □ Bisexual**

**□Transsexual □ Gender reassigned □ I would prefer not to say**

1. **Do you practice any religion?**

**□ Hindu □ Sikh □ Christian □ Jewish □ Buddhist □ Muslim □ No religion**

**□ any other religion** *(please specify)***□ I would prefer not to say**

1. **Do you consider yourself to have any disabilities or long-term health condition? □ No**

**□ Hearing Impaired □ Visually Impaired □ Impaired Speech □ Wheelchair User**

**□ Other** *(please specify)* **□ I would prefer not to say**

***Thank you for your assistance***

**ROSSENDALE HOSPICE GDPR STATEMENT**

Rossendale Hospice is committed to ensuring the safe-keeping and privacy of all personal confidential information, including that required for the purpose of recruitment and selection.

As a candidate for the post of ..................................................................... , we ask you to supply personal information as per the application form. The personal data you provide will be treated as strictly confidential and will be used for the purpose of recruitment only.

All recruitment information collected from applicants is stored securely in the administration office and only the members of staff involved in the recruitment process have access to the data.

Your personal information will be kept securely in the administration office for a period of 4 weeks from the closing date for receipt of applications, to enable the selection process to take place.

Where an applicant is not successful for the advertised position but may be considered for possible future vacancies, further retention of their personal confidential data would be discussed at the appropriate time.

You have the right to access your personal data, the right to rectification of errors and the right to erasure. You can find full details of our privacy statement on our website at [www.rossendalehospice.org](http://www.rossendalehospice.org). Alternatively, contact the HR/Admin on 01706 253633.

We will never pass your personal details on to any third party for marketing or any other purpose.

Please sign below to indicate that you understand the above and that you consent to the use and storage of your personal data as described.

............................................................................................................................................

I consent to the use and storage of my personal confidential information as detailed above.

|  |  |
| --- | --- |
| Signed |  |
| Full Name (Please print in capital letters) |  |
| Date |  |

Rossendale Hospice GDPR Recruitment Privacy Statement / Applicant Consent. June 2018