

**Appendix 7 St Barnabas Hospice Application Form**

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| **Position Applied For:** |  |

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| 1. **Personal Information (All information will be treated as confidential)**
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| **Title** (Dr / Mr / Mrs / Ms / Miss) Other: |  |
| **Forename:** |  |
| **Surname:** |  |
| **Home Address:** |  |
| **Post Code:** |  |
| **Telephone Number Home / Mobile:** |  |
| **Telephone Number Work:** |  |
| **Email Address:** (please note correspondence will be sent by email where possible) |  |

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| **Do you require a work permit?** | Yes / No |
| **Do you hold a current UK Driving Licence?** | Yes / No |
| **Do you have regular use of a car?** | Yes / No |
| **Do you currently Work/Volunteer for SBH?** | Yes / No |

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| 1. **Education and Training**
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| **General Education/Further Education****EG GCSE’s, A-Levels, Degree** | **Level** | **Name of School, College or University. Including school of nursing** |
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| **Professional Qualifications****/ Relevant Training Courses** | **Level** | **Year Obtained/ Currently Studying** | **Name of School, College or University.****Including school of nursing** |
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| **Membership of Professional Body** | **Registration Number** | **Expiry Date** |
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| 1. **Current or Most Recent Employment, Volunteering or Work Experience**
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| **Name & Address of Organisation:** | **Post:****Date of Appointment:****Salary:** **Notice Period:****Reason for Leaving:** |
| **Detail your role and responsibilities:** |

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| 1. **Employment History (most recent first) Please provide a 10 year History**
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| **Organisation Name** | **Post Held & Brief Summary of Duties** | **Dates** | **Reason for Leaving** |
| From | To |
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| 1. **Statement of Suitability**
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| This is part of the application form give you an opportunity to provide further information in support of your application. Please outline how you meet the person specification for this role. You may wish to continue on a separate sheet if necessary. A decision to shortlist is based on this information.  |

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| 1. **References**
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Please give the name of two people who are able to provide references to your work experience and your suitability for the post. You references must be known to you in a professional capacity, one of which should be your current or most recent employer. Your referees should not be relatives or friends.

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| **Name** |  | **Name** |  |
| **Position** |  | **Position** |  |
| **Address** |  | **Address** |  |
| **Postcode** |  | **Postcode** |  |
| **Telephone Number** |  | **Telephone Number** |  |
| **Email**  |  | **Email**  |  |
| **Permission to Contact** | Yes / No | **Permission to Contact** | Yes / No |

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| 1. **Declaration**
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| 1. I am not the subject of any police investigation and / or prosecution, in the UK or any other country.
2. I am not the subject of any investigation or proceedings by anybody having regulatory functions in relation to health / social care professional including such a regulatory body in another country.
3. I have never been disqualified from the practice of a profession or required to practice it subject to specific limitations following a fitness to practice investigation by a regulatory body, in the UK or another country.

The information contained in this form is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading the Hospice has the right to dismiss me from my employment. Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**Please note – if applying by email or online you should type your name above which will be accepted as your signature.** **Data Protection:** This data is held solely for the purpose of recruitment and monitoring equal opportunities. Only the successful candidate’s details will be retained, all other data will be destroyed after twelve months after the completion of the recruitment process. |

**ST BARNABAS HOSPICE TRUST**

**POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS**

As an organisation using the Criminal Records Bureau (DBS) Disclosure service to assess applicants’ suitability for positions of trust, St Barnabas Hospice Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

St Barnabas Hospice Trust is committed to the fair treatment of its staff, potential staff, volunteers, potential volunteers, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within St Barnabas Hospice Trust and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows St Barnabas Hospice Trust to ask questions about your entire criminal record, we only ask about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in St Barnabas Hospice Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.

 To stay safe in your job search we recommend that you visit SAFERjobs, a non-profit, joint industry and law enforcement organisation working to combat job scams. Visit the [SAFERjobs website](https://www.safer-jobs.com/) for information on common scams and to get free, expert advice for a safer job search."



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