##### Application for employment

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| **Application for post of:** |      | **Ref.:**  |      |

**Personal details (in block letters)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Forename:** |       | **Surname:**  |       |
| **Previous name(s):**  |       | **Known As:**  |       |
| **Address:** |       |
| **Home Tel:**  |       | **Mobile:**  |       |
| **Email:**  |       |
| **Preferred method of communication:** | [ ] Email [ ]  Mobile [ ] Home Telephone  |

**Education and training**

|  |  |  |
| --- | --- | --- |
| **School/College/University/Other** | **Examination/Qualification/Grade** | **Date obtained**  |
|       |       |       |

**Membership of Professional Organisation/Body**

|  |  |  |
| --- | --- | --- |
| **Professional Organisation/Body** | **Membership/Registration/PIN No.** | **Expiry date**  |
|       |       |       |

**Present Employment**

|  |  |
| --- | --- |
| **Company:** |       |
| **Address:** |       |
| **Post held** : |       | **Reason for leaving:**  |       |
| **Dates from:** |       | **Dates to:** |       |
| **Brief details of responsibilities:** |       |
| **Notice period:**  |       | **Salary:**  |       |

**Previous employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address** | **Post held** | **Dates**  | **Reason for leaving**  |
|       |       |       |       |

**Post for which application is made:**

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| --- |
| **What skills and experience do you have that are relevant to this post? You may continue on a separate continuation sheet.**  |
|       |
| **Why do you want to work for the RHN? You may continue on a separate continuation sheet.**  |
|       |

**Eligibility to work in the UK**

|  |  |
| --- | --- |
| **Do you need a permit to work in the UK?** | [ ] No [ ]  Yes. Please provide copies of your documents  |

**Referral Scheme**

|  |  |
| --- | --- |
| **Were you referred to us through “Introduce a Friend Scheme”?**  | [ ] No [ ]  Yes. please provide following details: |
| **Employee Name:** |       |

**References**

Please give the names, email and postal addresses of two referees.

**Reference 1 – most recent employer or HR department**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |       | **Job title:**  |       |
| **Company:**  |       | **Relationship to you:**  |       |
| **Address:** |       |
| **Email** : |       | **Telephone number:**  |       |

**Reference 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |       | **Job title:**  |       |
| **Company:**  |       | **Relationship to you:**  |       |
| **Address:** |       |
| **Email** : |       | **Telephone number:**  |       |

**Declaration**

I confirm that to the best of my knowledge all information I have given in my application is correct and can be treated as part of any subsequent contract of employment. Any false, deliberate omission or misleading information may be sufficient cause for rejection or if employed by RHN to be dismissed.

I agree RHN can approach any of my previous employers for a reference to confirm that any information given in relation to my application is correct. I give RHN my consent to using my personal data for personnel, management and monitoring purposes.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |       | **Date:** |       |

If returning by email, please check this box to confirm your agreement to above statement: [ ]

**Thank you for applying for this position. Due to the high number of application forms we receive it is not possible to acknowledge receipt of application forms. If you have not heard from us two weeks after the closing date, you are asked to assume that your application has been unsuccessful. Should this be the case we would like to thank you for your time and effort in submitting your application and hope that this does not deter you from applying for other vacancies at RHN.**

Equal Opportunities Form

|  |
| --- |
| Where did you hear about the vacancy? |
| [ ]  RHN website [ ]  Agency [ ]  Word of mouth [ ]  Printed Media; please state title:     [ ]  Online Job Board, please state:       [ ]  Other please state:       |
| Gender |
| [ ]  Female [ ]  Male [ ]  Transgender |
| Marital status |
| [ ]  Divorced [ ]  Married/Civil Partner [ ]  Separated [ ]  Single [ ]  Widowed [ ]  Other |
| Disability |
| Do you consider yourself to have a disability? [ ]  No [ ]  Yes. Please provide further details:       |
| Do you require any reasonable adjustments to the interview process? (eg physical access, communication support): [ ]  No [ ]  Yes. Please provide further details\*:       |
| If you were appointed to this post, would you require any reasonable adjustments to your working arrangements? [ ]  No [ ]  Yes. Please provide further details\*:       |
| Age group |
| [ ]  18-29 [ ]  30-39 [ ]  40-49 [ ]  50-59 [ ]  60-65 [ ] 66 |
| Ethnicity Based on the categories used in the census in England & Wales in 2011.  |
| White[ ]  British [ ]  Irish [ ]  Gypsy/Irish Traveller [ ]  Any other White backgroundMixed/Multiple ethnic group [ ]  White & Black Caribbean [ ]  White & Black African [ ]  White & Asian [ ]  Any other Mixed/Multiple ethnic backgroundAsian or Asian British [ ]  Indian [ ]  Pakistani [ ]  Bangladeshi [ ]  Chinese [ ]  Any other Asian backgroundBlack or Black British[ ]  Caribbean [ ]  African [ ]  Any other Black backgroundOther ethnic group [ ]  Arab [ ]  Any other ethnic group  |
| Sexuality |
| [ ]  Bisexual [ ]  Gay [ ]  Heterosexual [ ]  Lesbian [ ]  I do not wish to disclose my sexual orientation |
| Religion/Belief |
| [ ]  Christian [ ]  Buddhist [ ]  Hindu [ ]  Jewish [ ]  Muslim [ ]  Sikh [ ]  No religion [ ]  Any other religion, please describe:       [ ]  I do not wish to disclose my religion/belief  |
| Criminal convictions |
| RHN posts are exempt from the Rehabilitation of Offenders Act 1974 therefore you must declare all convictions (spent and unspent) and any cautions. Disclosure of a conviction, caution or reprimand does not necessarily mean that you will not be shortlisted or appointed. However an offer of employment may be withdrawn or dismissal may result if criminal offences are not disclosed. |
| Have you ever been convicted of a criminal offence? | [ ] No [ ]  Yes. Give full details below\*:  |
|       |

\*Should you prefer, you may provide further information on a separate sheet in a sealed envelope.

**This part of the application form will be detached from your application form and not used for shortlisting.** HR will, with your consent, use their discretion to disclose relevant information to the recruiting manager. If you are recruited, this form will be held on your employee file. Should you not be appointed, this form will be held securely and then destroyed after six months.