

# PROSPECT HOSPICE

Moormead Road, Wroughton, Swindon Wiltshire.  
Telephone: 01793 813355

Registered Charity No 280093. Company Registration in England  
No 1494909  
Prospect Foundation Limited



Please complete in BLOCK CAPITALS and black ink

POSITION APPLIED FOR:

WHERE DID YOU HEAR  
ABOUT THE VACANCY?

## PERSONAL INFORMATION

SURNAME:

FORENAME(S)

TITLE:

PERMANENT  
ADDRESS:

POSTCODE:

HOME TEL:

DAYTIME TEL:

E-MAIL:

N I NUMBER:

DO YOU HAVE A VALID / FULL UK DRIVING  
LICENCE?

YES

NO

IF YOU ARE SUCCESSFUL IN YOUR APPLICATION WOULD  
YOU REQUIRE A WORK PERMIT TO WORK IN THE UK?

If YES please provide details with your application

YES

NO

DO YOU HAVE ANY SPECIAL NEEDS TO ENABLE YOU TO  
ATTEND AN INTERVIEW OR TO CARRY OUT YOUR WORK  
DUTIES?

If yes please state

YES

NO

**PRESENT OR MOST RECENT EMPLOYMENT**

**EMPLOYER'S NAME:**

**EMPLOYER'S ADDRESS:**

**JOB TITLE:**

**NOTICE REQUIRED:**

**CURRENT  
SALARY:**

**BRIEF DESCRIPTION OF YOUR DUTIES AND RESPONSIBILITIES    REASON FOR LEAVING**

**PREVIOUS EMPLOYMENT HISTORY**

Most recent first. Continue on a separate sheet if necessary

**EMPLOYER**

**POST HELD & MAIN DUTIES  
& RESPONSIBILITIES**

**REASON FOR LEAVING**

**EDUCATION**

**GENERAL EDUCATION & QUALIFICATIONS i.e. GCSE's and A'LEVELS**

SUBJECT	LEVEL	GRADE	ESTABLISHMENT

**FURTHER EDUCATION & TRAINING**

SUBJECT/TRAINING COURSE	ESTABLISHMENT	GRADE

**PROFESSIONAL REGISTRATION (NMC, GMC, CIPD etc)**

ISSUING BODY	REGISTRATION NUMBER	REGISTRATION DATE	EXPIRY DATE

**PLEASE NOTE YOU WILL BE ASKED TO PROVIDE PROOF OF REGISTRATION IF YOU ARE SHORTLISTED.**

**REFERENCES**

Please give details of 2 referees – 1 of which should be your present/latest employer. The second should be a previous employer where possible.

	1 <sup>st</sup> REFEREE	2 <sup>nd</sup> REFEREE
NAME:		
POSITION HELD:		
ADDRESS		
TEL. NUMBER:		
E-MAIL ADDRESS:		
Can they be contacted prior to interview?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**SUPPORTING STATEMENT**

Please provide your reasons for applying for this position and additional information that shows how you match the person specification. If you believe that you have the necessary experience and skills then please tell us.

Please continue on a separate sheet if necessary

**REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS ORDER 1975)**

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 Offender Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Hospice. Any information given will be completely confidential and will be considered only in relation to the application for a position to which the Order applies.

**Have you ever been convicted of a criminal offence, been bound or cautioned or are currently the subject of proceedings which might lead to a conviction, an order binding you over or a caution, in the UK or any other country?**

YES

NO

If YES, please provide details below:

**DECLARATION**

\* Please read carefully before signing this declaration

I understand that any appointment offered is subject to health clearance, confirmation of qualifications and professional registration, enhanced/standard Disclosure check, and references, all of which must be deemed satisfactory by the Hospice. I hereby authorise you to carry out checks on all and any of my qualifications and/or registration from any establishment or employer and I give my consent to the Prospect Foundation processing the data supplied in this application form for the purpose of recruitment and selection.

**I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or if I have already been appointed, I may be dismissed without notice.**

SIGNED:

DATE: