

APPLICATION FOR EMPLOYMENT



POST APPLIED FOR

POST NUMBER

CLOSING DATE

PREFERRED EMPLOYMENT TYPE FULL TIME / PART TIME / JOB SHARE /
SECONDMENT / FLEXIBLE HOURS

Please read the attached guidance notes before completing the application form

SECTION 1 - PERSONAL DETAILS

Title: Mr/Mrs/Miss/Ms/Dr

Surname: First / Middle Name(s):

Name in which you are registered with a professional body (if applicable):

National Insurance Number:

Address: Telephone Number:

Daytime:

Evening:

Postcode: Email Address:

SECTION 2 - EDUCATION AND QUALIFICATIONS

Please give details of your education and any qualifications obtained. Include any qualifications you are studying for now. Please note you will be required to prove you have obtained the qualifications listed

Subject / Qualification / Course Taken	Dates From - To	School / College / University Attended	Qualifications / Grade / Result Achieved
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SECTION 5 - PRESENT/LAST EMPLOYMENT

Name and Address of Employer:

Title of post held:

Type of Business:

Period of notice:

Reason for Leaving:

Salary and Grade/Scale:

Date of appointment:

From:

To:

Summary of Main Duties & Responsibilities:

SECTION 6 - PREVIOUS EMPLOYMENT

Please ensure your employment details and dates are continuous, and include any periods of unemployment, domestic activities or voluntary work.

Name and Address of Employer	Position Held	Dates From/To	Grade / Salary	Main Duties & Reason for Leaving
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SECTION 7 - SUPPORTING INFORMATION

Use this section to promote yourself and demonstrate the relevance of your experience, knowledge and skills in relation to the job description and person specification. Use specific examples rather than general statements. Continue on a separate sheet if necessary.

If relevant to the post for which you are applying, you should include details about research experience, publications or poster presentations, clinical care (knowledge and skills) and clinical audit.

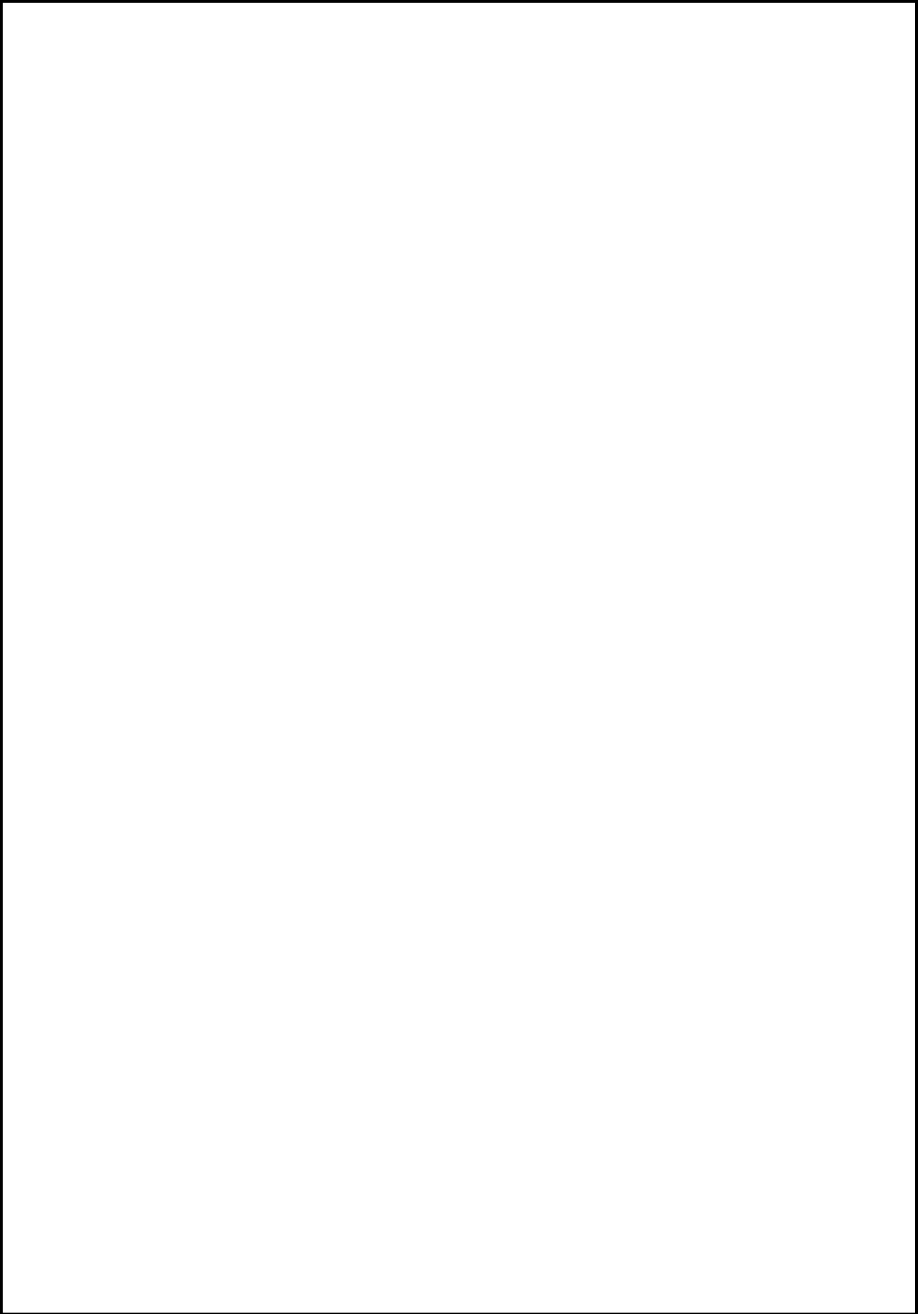
Experience

Skills

Knowledge

Personal attributes/qualities

Specific achievements and/or examples of success



SECTION 8 - REFERENCES

Please give the names of the people who have agreed to supply references. If you are or have been employed these should be your two most recent employers, your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for the post. If you are a student please provide contact details of a teacher at your school, college or university.

PLEASE NOTE THAT PERSONAL REFERENCES SUCH AS FRIENDS AND RELATIVES ARE NOT ACCEPTABLE.

For all positions you must provide 2 references.

All referees will be approached prior to interview unless you indicate otherwise below.

Reference 1

Name:

Job Title:

E-Mail Address:

Address (inc.
postcode):

Phone No:

Relationship:

May we take up reference before Interview? Yes No

Reference 2

Name:

Job Title:

E-Mail Address:

Address (inc.
postcode):

Phone No:

Relationship:

May we take up reference before Interview? Yes No

SECTION 9 - ADDITIONAL INFORMATION

Are you allowed to work in the UK? Yes No

NI Number*

*If you are successful you will be required to provide evidence of your national insurance number. If you do not have a national insurance number you will need to provide proof that you are allowed to work in the UK, e.g. work permit, E.U. passport.

SECTION 10 - CRIMINAL CONVICTIONS

Have you a current criminal conviction or caution, i.e. one that is not spent?
If so please give Details Yes No

Please ensure that you have read and understand the guidance notes relating to criminal convictions carefully before completing.

SECTION 11 - MISCELLANEOUS

Do you have other employment? Yes No

If yes please give details

Name of Employer

Job Title

Weekly Hours Worked

Do you intend to continue with this employment Yes No

Where did you see this post advertised? (Please Select)

Grimsby Telegraph

Lincs Inspire Web
Site

Job Centre Plus

Social Media (Please Specify)

Other (Please Specify)

SECTION 12 - DECLARATION

I declare that the information given on this application form is to the best of my knowledge true and complete. I understand that Lincs Inspire Limited reserve the right to verify claims made in this and any subsequent findings of misleading/false information may lead to disciplinary action and dismissal. I understand that my personal data, provided in this application form, will be processed in accordance with Lincs Inspire Limited Privacy Policy, which can be found at www.lincsinspire.com or provided at request at any of the sites, operated by the Company.

Signed..... **Date**.....

Thank you for your interest in this vacancy. Unfortunately we cannot reply to every application, therefore if you do not receive a reply within four weeks of the closing date please consider your application unsuccessful.

Please return this Application to:

**Human Resources
Bradley Football Centre
Bradley Road
Grimsby
DN37 0AG
or
Email – Humanresources@lincsinspire.com**

GUIDANCE NOTES

- **GENERAL INFORMATION**

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THE APPLICATION FORM.

Curriculum Vitae (CV's) are not a substitute.

The information on this form will be seen and used by those involved in the recruitment process to select the successful applicant. If you are appointed this will also form the basis of all personal records.

- **DATA PROTECTION ACT**

The information that you have supplied on your application form and payroll documentation will form the basis of your personal file. This information may be classified as sensitive personal information, according to the Data Protection Act.

Sensitive personal information is defined as data concerning:

- **Racial or Ethnic Origin** i.e. information supplied on the monitoring form. This information will be used for monitoring purposes only and will be destroyed 6 months after the closing date.
- **Physical or Mental Health** i.e. sickness details e.g. self certification etc.
- **Criminal Offences** i.e. disclosure information. This information will be destroyed after 6 months.

ALL INFORMATION HELD IS STRICTLY CONFIDENTIAL AND WILL BE STORED WITHIN A SECURE ENVIRONMENT IN ACCORDANCE WITH THE COMPANY PRIVACY POLICY, DATA PROTECTION POLICY , RECORDS MANAGEMENT POLICY AND INFORMATION GOVERNANCE FRAMEWORK.

- **CRIMINAL CONVICTIONS**

Convictions Not Spent

You must list any convictions that are still current under the Rehabilitation of Offenders Act(1974). These will not be taken into consideration unless they are relevant to the post. Please tick '**Yes**' and list the convictions if you have any. If you have no current convictions or cautions tick '**No**'.

Spent Convictions

If the post you are applying for involves any of the following activities it is exempt under the Rehabilitation of Offenders Act. This means that you must tell us about all convictions and cautions - even from a long time ago. These post are those with regular, unsupervised access to:

1. Children under eighteen
2. Adults at Risk

If you are applying for one of these posts you will be asked to complete an additional form giving details of all convictions and cautions. If you are successful you will be required to complete a 'Disclosure' Application form. This form will be checked by the Criminal Records Bureau so it is important to tell the truth.

- **ADVERTISING**

To ensure that Lincs Inspire obtains value for money for its advertising it is important for us to know where applicants see the post advertised.

- **COMPLAINTS**

If you have a complaint about any part of the recruitment and selection process, please write to:

Chief Executive
Bradley Football Centre
Bradley Road
Grimsby
DN37 0AG



Lincs Inspire is committed to a policy of equal opportunities and it is our approach to select the right person irrespective of disability, race, colour, sex or marital status. Please complete this section of the form which is voluntary and will not be made available to people who read the application form itself. The information contained here will be used by Human Resources to promote equality of opportunity and for monitoring and statistical analysis. If you are appointed details may be used from this form to complete your personal records.

THIS FORM IS NOT PART OF THE SELECTION PROCESS

By completing this form you are giving your consent for this information to be processed in accordance with the Company's Privacy Policy

Surname:	Title:	First / Middle Name(s):
Post applied for:	Date of Birth	
Directorate:	Section:	

<p>My ethnic origin is:</p> <p>White</p> <p>White British <input type="checkbox"/> A1</p> <p>White Irish <input type="checkbox"/> A2</p> <p>Any other White background <input type="checkbox"/> A3</p> <p>Mixed</p> <p>White and Black Caribbean <input type="checkbox"/> B1</p> <p>White and Black African <input type="checkbox"/> B2</p> <p>White and Asian <input type="checkbox"/> B3</p> <p>Any other mixed background <input type="checkbox"/> B4</p> <p>Asian, or Asian British</p> <p>Indian <input type="checkbox"/> C1</p> <p>Pakistani <input type="checkbox"/> C2</p> <p>Bangladeshi <input type="checkbox"/> C3</p> <p>Any other Asian Background <input type="checkbox"/> C4</p> <p>Black or Black British</p> <p>Caribbean <input type="checkbox"/> D1</p> <p>African <input type="checkbox"/> D2</p> <p>Any other Black background <input type="checkbox"/> D3</p> <p>Other ethnic groups</p> <p>Chinese <input type="checkbox"/> E1</p> <p>Any other ethnic group <input type="checkbox"/> E2</p>	<p>Age range: (please tick)</p> <p>16 - 30 <input type="checkbox"/> (A)</p> <p>31 - 40 <input type="checkbox"/> (B)</p> <p>41 - 50 <input type="checkbox"/> (C)</p> <p>51 - 60 <input type="checkbox"/> (D)</p> <p>61 and over <input type="checkbox"/> (E)</p> <p>Are you:</p> <p>Male <input type="checkbox"/></p> <p>Female <input type="checkbox"/></p> <p>Is this a promotional opportunity? YES/NO</p> <p>Do you have a disability?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If so please give brief details</p> <p>Have you any special requirements for interview (e.g. sign language, interpreter, wheelchair access):</p>
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