

# Lakelands Day Care Hospice

## Applicant Details



Please ensure you have completed all sections of the form legibly and signed the form

Position Applied For .....

### PERSONAL DETAILS

Name:	Title: (please circle)    Mr/Mrs/ Ms/ Miss
Address:	Tel No's: Home: Mobile:
	Position Applied for: (include location)
Post Code:	How did you know of the vacancy?

### EMPLOYMENT HISTORY (start with current or most recent employment – paid or unpaid)

Name of Employer:	Job Title and Main Duties:	From: Mm/Yy	To: Mm/Yy	Reason for Leaving:

### GENERAL EDUCATION:

School/College:	Dates	Courses/Subjects Studied:	Qualifications (if appropriate)

**ANY OTHER RELEVANT TRAINING: (e.g. with another employer or organisation)**

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**INTERESTS / HOBBIES OUTSIDE OF WORK / SCHOOL:**

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**REFERENCES:**

Any offer of employment will be made subject to references. Please provide the names of **two referees** who can be contacted for information regarding suitability for employment. Where possible these should be **current or previous employers**. Where this is not possible, it is preferred that they are provided by someone who has known you in a professional capacity (e.g. Teacher) rather than a family member. References will not be taken up before an applicant has accepted an offer of employment.

<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel No. (Inc. area code):</b>	<b>Tel No. (Inc. area code):</b>
<b>Fax No:</b>	<b>Fax No:</b>
<b>Occupation:</b>	<b>Occupation:</b>
<b>Relationship (if applicable):</b>	<b>Relationship (if applicable):</b>

**Please give details of any relationship to an Employee of Lakelands Hospice**

<b>Name(s):</b>	<b>Position(s):</b>
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**Criminal Records**

All clinical roles in the hospice are exempt from the Rehabilitation of Offenders Act 1974 and require an Enhanced Disclosure Check with the Criminal Records Bureau. Certain other specified jobs require a Standard Disclosure. Applicants for these posts will be required to apply for a Disclosure Check prior to commencing in post. Otherwise, the provisions of the Rehabilitation of Offenders Act 1974 apply.

Do you have any unspent criminal convictions? YES / NO

**Work Permit**

Do you need a work permit or employment in this country? YES / NO  
If so, do you hold a current work permit? YES / NO

**Data Protection Act**

Any information supplied may be held on paper or computer files and therefore falls within the provisions of the Act.

**Applicant Declaration**

I declare that the information contained in this application is correct and understand that In the event that any information provided should prove to be false, Lakelands Hospice may withdraw an offer of employment or, if employment has begun, dismiss me.

**Signed:**

**Date:**

**Please note that any application forwarded by email will be regarded as having been signed**

# RECRUITMENT MONITORING FORM

Lakelands Day Care Hospice is working to ensure that our workforce of staff and volunteers reflects Northamptonshires diverse population. We can only judge our success in this area if we obtain and track information regarding the gender, ethnicity and disability of people who apply to work with us and we would appreciate your co-operation by completing the details below.

The information will be kept confidential and used for monitoring purposes.

**NAME:** ..... **POST APPLIED FOR:** .....

**1. Date of Birth:** ..... **2. Gender:** Male ? Female ?

**3. Disability:**

Lakelands Hospice uses the following definition of a Disability: "a physical or mental impairment which has a substantial and long-term adverse affect on a person's ability to carry out normal day to day activities".

Do you consider yourself to be a Disabled person? YES / NO

If so, are you registered disabled? YES / NO

**4. Ethnic Origin:**

How would you describe your ethnic origin? Please tick one box.  
(Please note that these categories reflect those used in the 2001 Census)

**Asian or Asian British:**

- Indian
- Bangladeshi
- Chinese
- Pakistani
- Any other Asian background

**Black or Black British:**

- Caribbean
- African
- Any other Black background

**Chinese:**

**Mixed:  
Group:**

- White and Black Caribbean
- 
- White and Black African
- White and Asian
- Any other mixed background

**White:**

- British
- Irish
- Any other White background

**Other Ethnic**

Other

The collection of equalities information conforms to employment provisions in the Sex Discrimination Act (1975), the Race Relations Act (1976) and the Disability Discrimination Act (1995).