

# MartletsCare

IN CONFIDENCE

**APPLICATION FOR EMPLOYMENT** (Please use black ink)

Have you ever worked or applied for a job at The Martlets Hospice before Yes / No

Have you ever worked or applied for a job at Martlets Care before Yes / No

<b>Post Applied For</b>	
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<b>PERSONAL DETAILS</b>	<b>If relevant P.I.N. -</b>
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<b>Title</b>		<b>Surname</b>		<b>NI Number</b>	
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<b>Forename(s)</b>					
<b>Address</b>					
<b>Postcode</b>					
<b>Tel: Home</b>		<b>Mobile</b>		<b>Work</b>	

<b>How did you hear of this vacancy?</b>	
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<b>Email Address</b>	
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REFERENCES – One of which must be your most recent employer  
(Office use only – Date References requested.....)

<b>Name</b>		<b>Tel</b>	
<b>Address (inc.postcode)</b>			
<b>Email Address</b>			

<b>Name</b>		<b>Tel</b>	
<b>Address (inc.postcode)</b>			
<b>Email Address</b>			





## SUPPORTING INFORMATION

**Please tell us why you have applied for this post and give a brief summary of relevant experience. Continue on a separate sheet if necessary.**

The hours you are available to work for Martlets Care.

Name:

Total number of hours you wish to work each week \_\_\_\_\_

Day	AM	PM	Night	Any Comments
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Saturday				
Sunday				

Bank Holidays				
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Notes:

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Declaration:

I declare that I am not under any investigation or involved in any proceedings, either in this country or abroad with regard to my fitness to practice.

I declare I have never been disqualified from practice in the past, either in this country or abroad.

I confirm that to the best of my knowledge I am not aware of any exposure to potential/actual contamination or infection that could put any patients or other staff, volunteers and visitors at risk.

If I become aware of any exposure to the potential/actual contamination or infection that could put patients or other staff, volunteers or visitors at risk, I will immediately inform the HR Department and discuss with my Line Manager.

**Statement**

As a matter of course all professional registrations or qualifications will be checked on appointment and at regular intervals thereafter.

I declare that the information, which I have given in this application, is correct to the best of my knowledge. I understand that, in the event of employment, I could be dismissed if I have given false information. I am prepared to have a medical examination if asked to do so.

Signed:

Date:

.....

*If you are completing this application on-line and are invited for an interview, we will ask that you sign this Declaration at your interview.*

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

Under the above Act, applicants for a post in a health environment are required to complete a Criminal Records Bureau disclosure and be cleared for work with vulnerable adults.

Information about any convictions will be treated in complete confidence and will only be considered in relation to this application. A risk assessment may be completed before a final decision is reached on suitability. **It is a requirement that all spent and/or current convictions are disclosed at this point. (Please see Recruitment of Ex-offenders Policy enclosed)**

**HAVE YOU EVER HAD A CONVICTION?** (including 'spent' convictions within this meaning of the Rehabilitation of Offenders Act 1974)

If "YES", give details of convictions along with dates

YES		NO	
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**Details of Conviction:**

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

I confirm that the above information is accurate and true.

*If you are completing this application on-line and are invited for an interview, we will ask that you sign this at your interview.*

When you have completed this form, please return it by email to [enquiries@martletscare.co.uk](mailto:enquiries@martletscare.co.uk) or by post to HR Administrator Martlets Care Wayfield Avenue, Hove, BN3 7LW

**PLEASE NOTE** Due to the high level of applications we receive, we are unable to notify candidates if they have not been shortlisted for interview. If you have not heard from us within three weeks following the closing date of the vacancy then you have been unsuccessful on this occasion.

## Equal Opportunities Monitoring Form

Martlets Care is committed to its Equal Opportunities Policy to ensure that all applicants are treated on the basis of their merits and abilities and that unfair and unlawful discrimination is eliminated. We positively welcome applications from all sections of the community.

Please place \* in the appropriate box

Age	17-25		26-40		41-59		60+	
Male		Female		Nationality				

Please **highlight in bold, underline or circle your choices**

<b>White</b> <ul style="list-style-type: none"> <li>• British English</li> <li>• British Irish</li> <li>• British Scottish</li> <li>• British Welsh</li> <li>• British Other (Please specify)</li> <li>• Irish</li> <li>• Other White background (Please specify)</li> </ul>	<b>Asian or British Asian</b> <ul style="list-style-type: none"> <li>• Indian</li> <li>• Pakistani</li> <li>• Bangladeshi</li> <li>• Other Asian background (Please specify)</li> </ul>
<b>Black or Black British</b> <ul style="list-style-type: none"> <li>• Caribbean</li> <li>• African</li> <li>• Other Black background (Please specify)</li> </ul>	<b>Chinese or Chinese British</b> <ul style="list-style-type: none"> <li>• Chinese</li> <li>• Other Chinese background (Please specify)</li> </ul>
<b>Mixed</b> <ul style="list-style-type: none"> <li>• White and Black Caribbean</li> <li>• White and Black African</li> <li>• White and Asian</li> <li>• Other mixed background (Please specify)</li> </ul>	<b>Other ethnic background (Please specify)</b>
<b>Religion</b> <ul style="list-style-type: none"> <li>• Christian</li> <li>• Catholic</li> <li>• Muslim</li> <li>• Hindu</li> <li>• Buddhist</li> <li>• Sikh</li> <li>• No Religion</li> <li>• Other.....</li> </ul>	<b>Sexual Orientation</b> <ul style="list-style-type: none"> <li>• Heterosexual</li> <li>• Gay</li> <li>• Trans-sexual</li> <li>• Bisexual</li> </ul>

**Many thanks for your cooperation**