



### 3. WHO HAVE YOU WORKED FOR IN THE PAST?

Use the table below to tell us about your work experience **starting with the most recent, prior to your present employer**; remember to include any voluntary work experience you have. Please also explain any gaps in your employment history (using extra sheets if necessary).

Employer	Your Job Title	Dates From To	Your reasons for leaving

### 4. ATTENDANCE RECORDS FOR THE LAST 3 YEARS

Please list below all absences from due to ill health or any other reason, other than holidays or maternity/paternity/adoption leave during the last 3 years.

Year	No. of occasions	Total number of days on each occasion

Please note that all new employees to Gray Healthcare are required to complete a medical questionnaire and may be asked to undergo a medical examination.

### 5. WHAT QUALIFICATIONS/TRAINING DO YOU HAVE?

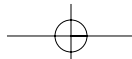
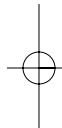
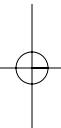
Please include details of any occupational or other training.

Name of Secondary School, Collage/University, Company	Dates From To	Qualifications Gained (and grades if known)



## 6. WHY DO YOU THINK YOU ARE SUITED TO THIS JOB?

Use as much of this space as you wish to explain how well you match the qualities needed to do this job. You can find these qualities on the Person Specification.



## 7. REFEREES

Please give the name of your current and most immediate previous employer, who is not related to you.

If you only have one work referee, your second referee may be a character referee who is not related to you. If you have no previous work experience, you may use your Head Teacher or Tutor's name, and your second referee should be a character referee who is not related to you.

Name: .....

Position: .....

Organisation: .....

Address: .....

.....

.....

Tel No. ....

Name: .....

Position: .....

Organisation: .....

Address: .....

.....

.....

Tel No. ....

If neither of the above is your present employer please give reasons: .....

.....

May references be taken up without further approval?  Yes  No

## 8. DECLARATION

Signature of this document indicates that you have read the job description and any other information issued relating to the vacancy and can comply with its requirements. In addition it indicates that all the information given by you is accurate. Incomplete or misleading information may, on discovery, result in summary dismissal.

Signature: ..... Date: .....

### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Due to the nature of Gray Healthcare's work with children and vulnerable adults, we use the Criminal Records Bureau's Disclosure Service to make checks at an enhanced or standard level (depending on the job applied for) on all persons offered employment by Gray Healthcare.

**DATA PROTECTION ACT** Information provided by you on this application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, the data will be stored for 12 months and then destroyed. If you are a successful candidate, relevant information may be taken from this form and used as part of your personal record. Disclosures will only be made for payroll and personnel administration procedures.



For Official Use Only

## Gray Healthcare is an Equal Opportunities employer

It is our policy to select employees solely on job-related criteria irrespective of race, sex, disability, marital status, age etc. To make sure all the recruitment decisions reflect the aims of Equal Opportunities policy we monitor all stages of our recruitment and selection process.

In order to do this we require all job applicants to provide the information requested below.

The information you provide will be removed and will not be seen by anyone involved in any stage of the selection process.

Name: ..... Position: .....

Job vacancy No. (where applicable): .....

### PERSONAL DETAILS

Date of birth:    Sex:  Male  Female

Marital Status:  Single  Married  Civil Partnership  Divorces  Widowed

Are you the sole or main carer for any dependants?  Yes  No

### ETHNIC ORIGIN

How would you describe your ethnic origin?

- Asian  Bangladeshi  Black  Black African  Black Caribbean  
 Chinese  Indian  Pakistani  White  Other

Please specify: .....

### RELIGION OR BELIEF

What is your religion or belief?

- Buddhist  Christian  Hindu  Jewish  Muslim  
 Sikh  Atheist  Agnostic  Other

Please specify: .....

### DISABILITY

The disability Discrimination Act 1995 describes a 'disabled person' as a person with a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.

Do you have such a disability?  Yes  No

### THE ADVERTISEMENT

Are you responding to an advertised vacancy?  Yes  No

If 'yes', where did you see the job advertised? .....

Are you an internal applicant?  Yes  No