

Application for employment

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)

The role you have applied for is exempt from the provisions normally afforded to individuals under the Rehabilitation of Offenders Act 1974. This means that the employer can obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, in certain circumstances, the Police Act 1997.

Enhanced disclosures may include other relevant non-conviction information held on police databases, at the discretion of the police or Chief Constable of the relevant police force.

Before you complete this form, it is important for you to read the highlighted note in the section below.

If you have a criminal record and are unsure about what might be revealed about you as part of a DBS check, or the type of information you should consider declaring when completing this form, the following links to guidance will help provide more clarity:

The simple guide to filtering (Unlock) at: <http://hub.unlock.org.uk/knowledgebase/filtering-simple-guide/>

Practical guidance on the DBS filtering rules (NACRO) at: <http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/>

Have you got any criminal convictions and/or cautions that are not protected?

This means they are not eligible for filtering under the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended).

This is regardless of whether the conviction or caution has been issued in the UK or, in any other country where it would be considered an equivalent (or similar) offence in England and Wales and it is not protected.

It also includes criminal convictions or relevant service discipline convictions received within the Armed Forces Justice System (e.g. through Summary Hearing or Court Martial) where it would be considered an equivalent offence in England and Wales and is not protected.

It does not include parking offences. In such cases, you can select no.

You have two options on how to disclose this information.

Please provide details of the conviction, caution or Summary Hearing including the date and sentence administered in the space below

You can disclose your record separately together with any statement detailing your conviction, caution or Summary Hearing. A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately.

Personal details

Title

Forename

Middle name(s)

Surname

Address

City / town

County

Country

Postcode

Email

Work telephone

Mobile telephone

Home telephone

UK National Insurance number

Preferred employment type

Relationships

If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship:

Application for:

Job ref:

Closing date:

Application submitted:

Application ID:

Applicant:

Personal details

Answers given in this part of the form are to help the Recruitment Centre to manage your application.

If you have any difficulty completing this form please ask someone to help you.

We would like to take this opportunity to thank you for applying.

Pre-screening: Internal/external

Before being given access to the online application form, the applicant was asked the following.

Are you currently an employee of Preview employer ?

Pre-screening: Immigration

Before being given access to the online application form, the applicant was asked the following.

Choose your immigration status

If you wish to provide any additional information regarding your right to work/immigration status, please do so here

Application for: Senior House Officer

Closing date: 22-Jul-2022

Application ID: 1

Job ref: ABC/123

Application submitted: 16-Jul-2022 09:59

Applicant: Fred Bloggs

Application questions

Details entered in this part of the form will be made available to the shortlisting panel. Please make sure that you have read the job description and person specification before completing the application form, and ensure that your answers clearly and honestly demonstrate how your skills and experience are relevant to the post for which you are applying

Membership of Professional Bodies

Please provide details regarding any relevant professional registrations or memberships. This information will be subject to a satisfactory check.

Please indicate your professional registration status

Professional body

Please provide details below

Membership / Registration number

Expiry / renewal date

Education & professional qualifications

All the relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check. Up to 11 qualifications can be entered here.

Subject/Qualification	Place of study	Grade/Result	Year obtained

Relevant Training Courses Attended

Please provide details regarding training courses that you have attended or currently undertaking together with the date completed or to be completed by. Up to 7 training course can be entered here.

Course title	Training provider	Duration	Year completed

Employer/activity history

Please record below the details of your full employment history beginning with your current or most recent first. Up to 10 previous employments can be entered here. If required, please provide additional information regarding your employment history within the 'Supporting Information' section.

NHS Service

Start date of continuous NHS service (if applicable)
Months since most recent employment ended (if applicable)

Employer name
Employer address
Type of business
Reporting to (job title)
Telephone
Your job title
Start date
End date
Grade
Salary
Period of notice

Reason for leaving (if applicable)

Brief description of your duties & responsibilities

Supporting information

Supporting Information Fields marked with an asterisk are mandatory

In this section you need to demonstrate that you have read the published person specification and how you meet the essential and (where relevant) desirable criteria for this particular post, if this has not been fully covered in the previous sections.

Please include your reasons for applying and take the opportunity to highlight your particular talents and strengths, (what you feel you can personally offer - what is unique to you what sets you apart from your peers).

Please DO NOT include personal details or duplicate information already provided elsewhere in your application.

Supporting information

Welsh language

Can you speak and understand spoken Welsh?

Please select the level that best fits your ability to speak and understand spoken Welsh: Can you read Welsh? Please select the level that best fits your ability to read Welsh: Can you write in Welsh? Please select the level that best fits your ability to write in Welsh:

Gaps in employment

If you have any gaps within your employment history, please state the reasons for the gaps below.

Application for
Closing date
Application ID

Job ref:
Application submitted
Applicant

References

References

If you are successful, prior to appointment, we will take up as many references as needed to cover all activities, including periods of employment and full time education, that you have undertaken over the past three years. Any offer will be subject to these being satisfactory. Please ensure that you provide full contact details for your Employer/Line Managers or Course Tutors for each activity. Please include the work email address where possible to avoid any unnecessary delays.

If during the last three years you have any periods in which you have not been in either employment or full-time education please provide details of someone who can provide a character reference for you to cover this period. Character references should be provided by a person of standing in the community such as a Teacher, Health Care Professional (i.e. Doctor, Physiotherapist, Registered Nurse), Minister of Religion, Police Officer or Solicitor. Character references should only be used in EXCEPTIONAL circumstances to cover periods of time when you have not been in either employment or education.

Please use the "Add another" button below to add as many referees as required to meet the above requirements. Periods that referees cover may overlap but there should not be any gaps over the past three years.

Referee's title

Referee's first name(s)

Referee's surname

Referee's organisation name

Job title

How do they know you?

Address 1

Address 2

Address 3

City / Town

County / State

Postcode

Country United Kingdom

Telephone no.

Mobile no.

Email address

Can the referee be approached prior to the interview?

Period this reference covers from:

Period this reference covers to:

What name will the referee know you by if different from your current name?

Why has your name changed?

How did you learn of this vacancy?

Please state where you first saw this post advertised

Equality and Diversity Monitoring

Please state your date of birth

Please indicate your gender

Please indicate the option which best describes your marital status:

Please indicate your ethnic origin

Which of the following options best describes how you think of yourself?

Please indicate your religion or belief

Disability

The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable.

According to the definition of disability do you consider yourself to have a disability?

Please identify the category which applies to you or other type of disability. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'Other'.

If you have a disability, do you wish to be considered under the Guaranteed Interview Scheme if you meet the minimum criteria as specified in the Personal Specification?

Reasonable adjustments will be made available should you be invited to interview.

Declaration

The information in this application form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

I agree to the above declaration

Next Steps

Once you submit the form your application will be available to the Employer. However, you will be able to update your "Personal Information" should any of your contact details change.

All your application forms (submitted or not) can be viewed under "Applications" when you are signed in.

Application for
Closing date 22-Jul
Application ID 1

Job ref:
Application submitted 16-Jul
Applicant

Equal opportunities

Equal opportunities

NHS organisations recognise the benefits of having a diverse workforce and therefore welcome applications from all sections of the community. In addition to this, under the provisions of the Equality Act 2010, all NHS organisations are required to demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Therefore a series of questions need to be raised in order to ascertain who is applying for each position and to ensure that no one is being unfairly discriminated against or disadvantaged.

This section of the application form will be detached from your application form and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act 2010.

The Equality Act 2010 protects people against discrimination on the grounds of:

- their age and sex.
- their race which includes colour, nationality, ethnic or national origin.
- their religion or belief, including a lack of any belief.
- their sexual orientation, be it bisexual, gay, heterosexual and lesbian.

The Equality Act 2010 also protects people who are married or in a civil partnership.

Privacy notice

Privacy notice

Your data is being collected by Cambridge University Hospitals NHS Foundation Trust, whose privacy notice can be found here.

The data controller for this information is Cambridge University Hospitals NHS Foundation Trust. This application tracking system is provided by Civica UK Ltd (<https://www.civica.com/en-gb/product-pages/trac/>) as a data processor.

To make an enquiry, a request for your personal information held as part of this process, or to arrange for any mistakes to be corrected, you may contact either the team who are handling your application or the Data Protection Officer (infogov@addenbrookes.nhs.uk).

If you are successfully accepted for the position and transferring between NHS Trusts, we will request an 'Inter-Authority Transfer' (IAT) so that your data from previous NHS employment can be transferred. The Inter Authority Transfer process is an automated electronic process that removes the manual processes associated with NHS Staff Transfer Forms and reduces data entry following the appointment of existing NHS staff from other NHS Employing authorities. Data transferred includes personal data such as Name, Date of Birth, NI Number, Address, Employment Information such as Position, Salary, Grade, Employment dates, dates of any sickness (excluding absence reasons), to enable you to be paid correctly and to allow correct calculation of NHS entitlements for annual leave and sickness.