

**JOB APPLICATION FORM**

**Please ensure that you complete all sections of the application form. If you feel that you have further information relevant to your application, which you would like us to know, please use additional paper.**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Position applied for:** |  |
| **Forename:** |  |
| **Surname:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone Number:** |  |
| **Mobile Number:** |  |
| **Email Address:** |  |
| **Do you hold a current driving licence?** |  |

**EDUCATION**

|  |  |
| --- | --- |
| **Schools attended:** | **Qualifications attained\*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Colleges/Universities attended:** | **Qualifications attained\*** |
|  |  |
|  |  |
|  |  |

\**relevant to post*

**TRAINING**

|  |  |
| --- | --- |
| **Courses attended:** | **Qualifications attained\*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Please provide details of any technical or professional bodies:** |
|  |

\**relevant to post*

**EMPLOYMENT**

Beginning with your most recent employment please provide details of your previous employment history

|  |  |
| --- | --- |
| **Employers Name:** |  |
| **Employed from:** |  | **Employed To:** |  |
| **Job Title:** |  |
| **Salary:** |  |
| **Duties** |  |
| **Reason for Leaving:** |  |

|  |  |
| --- | --- |
| **Employers Name:** |  |
| **Employed from:** |  | **Employed To:** |  |
| **Job Title:** |  |
| **Salary:** |  |
| **Duties** |  |
| **Reason for Leaving:** |  |

|  |  |
| --- | --- |
| **Employers Name:** |  |
| **Employed from:** |  | **Employed To:** |  |
| **Job Title:** |  |
| **Salary:** |  |
| **Duties** |  |
| **Reason for Leaving:** |  |

|  |  |
| --- | --- |
| **Employers Name:** |  |
| **Employed from:** |  | **Employed To:** |  |
| **Job Title:** |  |
| **Salary:** |  |
| **Duties** |  |
| **Reason for Leaving:** |  |

|  |  |
| --- | --- |
| **Employers Name:** |  |
| **Employed from:** |  | **Employed To:** |  |
| **Job Title:** |  |
| **Salary:** |  |
| **Duties** |  |
| **Reason for Leaving:** |  |

|  |
| --- |
| **Have you in the past or are you currently working for a GP Surgery / Primary Care Network? If yes, please state below.**  |
|  |

|  |
| --- |
| **If you are currently employed, how much notice do you need to give your employer to terminate your employment?** |
|  |

|  |
| --- |
| **Tell us a little more about yourself. What are your hobbies and interests?** |
|  |

**SUITABILITY**

|  |
| --- |
| Why have you applied for this role and why do you feel you would be the preferred candidate? Please refer to the job description and person specification and use a continuation sheet if necessary. |
|  |

**REFERENCES**

|  |
| --- |
| **Please supply two references, preferably your last two employers. If you do not have two previous employers, then you may provide personal references, but these must not be family or close friends.** |
| **Referee Name:** |  |
| **Company Name:** |  |
| **Referee Email address:** |  |
| **Address:** |  |
|  |  |
| **Referee Name:** |  |
| **Company Name:** |  |
| **Referee Email address:** |  |
| **Address:** |  |

|  |  |
| --- | --- |
| **Are we able to approach the referees before an offer of employment is made?** |  |

**DECLARATION**

|  |
| --- |
| I confirm that the above information supplied by me is a true, accurate and factual representation. I understand that if any false or misleading information is provided, any offer of employment will be withdrawn, or my employment will be terminated.I am aware that the details provided will be held in confidence by the Company to enable them to assess the application and to help monitor their recruitment and selection process in compliance with current Data Protection legislation. |
| **Signed:** |  | **Date:** |  |
| Please advise us if there are any special circumstances, we may need to consider to enable you to attend an interview with us.NB: the position is subject to the receipt of a satisfactory enhanced DBS check. If an offer of employment is made and you are unable to provide us with a satisfactory certificate, after due consideration we may either withdraw or terminate your employment |

Once you have completed the Job Application Form, the Equality and Diversity Monitoring Form and the Rehabilitation of Offenders Act 1974 Form, please send them all to the following email address – recruitment@wolseley-trust.org