

**Patient First Group Limited is committed to equality of opportunity in employment**

This Application Form may be photocopied. Please use black ink or type if possible.

<b>Post applied for:</b>	<b>Department:</b>
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**PERSONAL DETAILS**

<b>Surname:</b> <b>Preferred Title:</b>	<b>Forename(s):</b>
<b>Address:</b> <b>Postcode:</b>	<b>Email:</b>
<b>Telephone Number</b> <b>Home:</b>	<b>Mobile:</b> <b>Work:</b>

**EQUAL OPPORTUNITIES**

Please tick appropriate boxes

This information is for monitoring purposes only. It will be treated in the strictest confidence and will not be used in the selection decision or to assess suitability for the job

<b>Gender</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
<b>Ethnic Origin</b>		
White	British <input type="checkbox"/> Irish <input type="checkbox"/>	Any other white background <input type="checkbox"/> Please specify .....
Mixed	White and Black Caribbean <input type="checkbox"/> White and Asian <input type="checkbox"/>	Any other mixed background <input type="checkbox"/> Please specify .....
	White and Black African <input type="checkbox"/>	
Asian or Asian British	Indian <input type="checkbox"/> Pakistani <input type="checkbox"/>	Any other Asian background <input type="checkbox"/> Please specify .....
	Bangladeshi <input type="checkbox"/>	
Black or Black British	Caribbean <input type="checkbox"/>	African <input type="checkbox"/> Please specify .....
	Any other Black background <input type="checkbox"/>	
Chinese or Other Ethnic Group	Chinese <input type="checkbox"/>	Any other ethnic group <input type="checkbox"/> Please specify .....

**Office use only: Candidate Number:** .....



**Present employment**

Name and address of employer :

Nature of business :

Position held :

Date appointed :

Key duties and responsibilities :

Present salary :

**EMPLOYMENT HISTORY**

From (Month and year)	To (Month and year)	Employer's name and address	Post held and reason for leaving

**Education and qualifications (including current studies)**

School / college / other establishments of further education	Qualifications and subject (eg GCSE, NVQ and A level)	Grade	Date obtained

**Office use only: Candidate Number:** .....

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If short listed you may be asked to provide proof of qualifications

**ADDITIONAL INFORMATION**

You are invited to give here any information relevant to the application, including the nature of your present duties, training received, details of appropriate experience, special interests, relevant work experience.

**Office use only: Candidate Number:** .....

**Asylum and Immigration**

You will be required, if offered employment, to provide evidence of your entitlement to work in the UK.

**Disclosure**

Criminal records will be taken into account for recruitment purposes if the conviction is relevant to the post applied for. If you are offered the job you will be required to complete a criminal records bureau check. Failure to disclose such convictions could result in disciplinary action or dismissal.

Have you any previous convictions? Yes  No   
Do you agree to request a criminal records bureau check Yes  No   
If yes, please give details of the offence(s), including the date and sentence:

.....  
.....  
.....

**NB: it is not normally necessary to give details of any spent convictions for office / administrative posts**

**REFERENCES**

Please give the name, address and occupation of two referees who are able to comment on your ability to do this job from direct knowledge of your work within the last five years. One should be your present or latest employer. Referees are not normally approached prior to interview. Do you wish to be notified before we approach your referees? YES/NO\*

<b>Name:</b> .....	<b>Name:</b> .....
<b>Occupation:</b> .....	<b>Occupation:</b> .....
<b>Address:</b> .....	<b>Address:</b> .....
.....	.....
.....	.....
<b>Tel: No.</b> .....	<b>Tel: No.</b> .....

Please state if you may be known by a different name eg maiden name.

Do you hold a current driving licence? YES/NO

The processing of your application may involve us in holding sensitive personal information about you, such as your ethnic or racial origin for equal opportunities purposes or your physical or mental health. In order to comply with the Data Protection Act we need your specific consent to do this. To signify your consent please tick the appropriate box.

<input type="checkbox"/>	<input type="checkbox"/>
Consent given	Consent withheld

Do you wish us to retain your information for future consideration in the event of a further vacancy. YES/NO \*

\* Delete as appropriate

**Office use only: Candidate Number: .....**

**DECLARATION**

I declare that all the information I have provided is true. In the event that I have provided false information I understand that if appointed I may be liable to disciplinary action including dismissal.

SIGNED ..... DATE.....

Please return this form to:-

7 Park Plaza, Battlefield Enterprise Park, Shrewsbury, Shropshire, SY1 3AF

**FOR OFFICE USE ONLY**

<b>Acknowledged</b>	<b>Shortlisted YES/NO</b>		
<b>Interview</b>	<b>Date</b>	<b>Time</b>	<b>Ref Requested Ref Received</b>

**Office use only: Candidate Number: .....**