

Application Form for External Applicants

STANLEY HOUSE VETERINARY SURGEONS

APPLICATION FOR EMPLOYMENT

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. Where the application is successful the organisation may, from time to time, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Acts 1984 and 1998. Please also note that the organisation may approach third parties to verify the information that you have given. By signing this form you will be providing the organisation with your consent to all these uses. On completion please return this form to:

Name: ***Elizabeth Edmondson***
Position: ***Practice Manager***
Address: ***20 Albert Road***
Colne
Lancashire
BB8 0AA

POSITION APPLIED FOR:

PERSONAL DETAILS

Title (Mr/Mrs/Miss/Ms):		Surname/family name:	
Forenames:			
Address			
		Postcode:	
Daytime tel. no:	Work: Home:	Evening tel. no:	Work: Home:

(NB: Calls to work numbers will be made discreetly)

EDUCATION

(List details of GCSEs, GNVQs, A levels, Degrees, Professional Qualifications etc.)
Please note, the organisation may ask to see your original educational certificates.

Secondary School/College, University, etc	From-To	Qualifications obtained	Subjects	Grades

MEMBERSHIP OF PROFESSIONAL BODIES

Awarding Body	Grade of Membership	Date attained

PRESENT (LAST) EMPLOYMENT DETAILS

Name of employer (and location):	
Nature of business:	
Your job title:	
Brief details as to the nature of your work. Include details of responsibilities and achievements. (Continue on a separate sheet of paper, if necessary):	

PRESENT (LAST) EMPLOYMENT DETAILS continued

Date joined company:	
Date appointed to present (last) job:	
Salary/wage (current or on leaving):	
Date left and reason. (if applicable):	

PREVIOUS EMPLOYMENT (most recent first)

Employer's name(s)	Your job title	Type of business	From – To	Reason for leaving

REFERENCES

All appointments are subject to the receipt of satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries may be made. These should preferably be:

1. Your manager in your current (last) job **AND**
2. A similar individual from a previous employment.

If without two previous jobs (or unable to do this) please provide, as appropriate, the names of two educational or personal referees (though not ones who are related to you).

1. Name
Position
Address

2. Name
Position
Address

Contact tel. no:

Contact tel. no:

Please state whether we may approach these references at any time or only after an offer of employment has been made (tick as appropriate):

PERSONAL QUALITIES, SKILLS AND ABILITIES

Please provide here any other information that may assist your application, including why you believe yourself to be suitable for this job. (Continue on a separate sheet of paper, if necessary).

OTHER INFORMATION

Are you currently eligible for employment in the UK?	Yes		No	
Please state what documentation you can provide in order to demonstrate this e.g. British passport/ European Economic Area identity card/ full birth certificate/ passport or travel document showing an authorisation to reside and work in the UK.				
Have you ever been convicted of a criminal offence?	Yes		No	
If yes, please provide details below. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974).				
Do you have a current driving licence?	Yes		No	
If yes, please specify type (motor car/HGV, etc)				
Is your driving licence free of endorsements?	Yes		No	
If no, please give details of any points or convictions, including any pending convictions				
Do you have an armed service/public duties commitment	Yes		No	

(eg are you a JP/Councillor)?				
If yes, please give details				
How/where did you learn of this vacancy?				
Have you made an application to the company before?	Yes		No	
If yes, please give details				
HEALTH				
Applications from disabled candidates are welcomed and the organisation will make every effort to ensure a fair selection process.				
Are you in good health?	Yes		No	
Please give details of any health/disability problem(s) which may be relevant to the position applied for.				
Please describe below any reasonable adjustments which you feel should be made to the recruitment process to assist your application for the job.				
Please describe below any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job duties.				
DECLARATION				
I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the company satisfactory.				
Signed		Date		