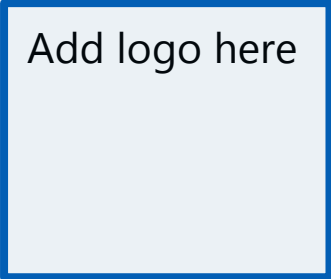


# NHS Easy Read Job Application Form

Add logo here



This page is completed by the NHS organisation advertising the job



Job Reference Number



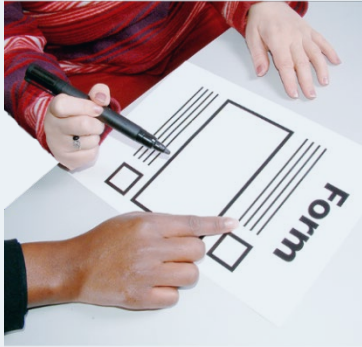
Job Title



**Please finish your job application form by**

**Please send this job application form to:**



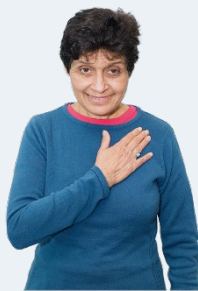


**Please use a black pen to fill in your job application form.**

What would you like to be called?



Mr



Ms



Mrs



Miss



Other title? – please write in the box below:



Your name

### Your contact details



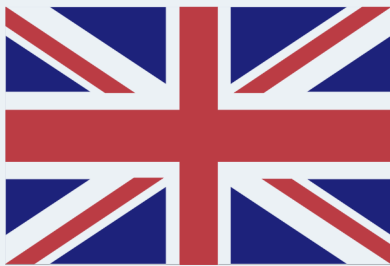
Your address



Email address, if you have one



**What is the best phone number to call you on?**



Are you allowed to work in the UK?

(please tick one box)

Yes

No



Do you have:

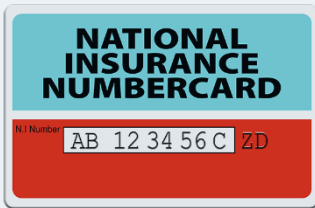
(please tick one box)

• a UK passport?

• a UK Work Visa?



A **Work Visa** is a document that says you can work in the UK.

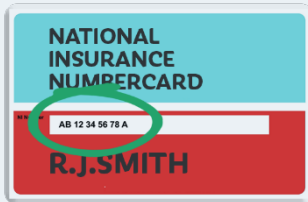


Do you have a National Insurance number?

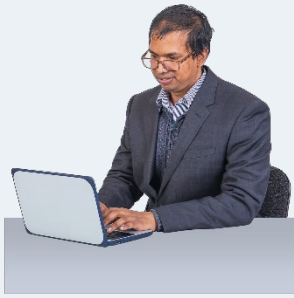
(please tick one box)

**Yes**

**No**



If **Yes**, please write your National Insurance number in the box below:



**Please tell us why you want to do this job and the things you are good at.**

Please write them in the box below.



You need to look at the **Easy Read Person Specification** and **Easy Read Job Description** that come with this form.

They will tell you what **knowledge, skills** and **experience** you need for the job.



## Experience

**Experience** is **work, training** or **anything else** that you are doing now or have done.

Please tell us in the box below about **any jobs you have done**. Please add the most recent job first.



## Education

This can include **training courses** and **certificates**. Please tell us in the box below about any **training courses** and certificates that you have, and any **schools** or colleges you have been to. Please add the most recent first.





## Hobbies

Hobbies are things that are interesting to you and that you enjoy doing.

Please tell us about your hobbies by writing in the box below:



## Reference

We need references so that we can talk to people who know you well.



A referee is a person who knows you well but is not a family member or friend.

They could be:



someone who supports you



a college or school tutor



a work coach



someone you have worked with

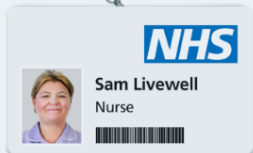


or a manager



**Please can you give us the name of 2 people we can contact for a reference?**

**Person 1  
Name**



**Job Title**



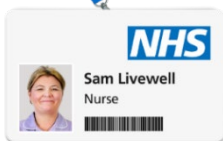
**Email**



**Telephone**



**Person 2  
Name**



**Job Title**



**Email**



**Telephone**



Can we contact your referees before you are interviewed?

**Yes**

**No**



**Do you need support if you get an interview?**

**Yes**

**No**



Please tell us about the support you need by writing in the box below:



## Safeguarding

This is about making sure that you and the people you work with are safe.



Have you been in trouble with the police?

Yes

No



If you answered 'No', please go to **Page 14**.



If you answered 'Yes' you can get advice from organisations that support offenders.

Call **NACRO** on **0300 123 1999** or



**Unlock** Helpline on **01634 247350**



We are a **Disability Confident Employer**.



This means we are an organisation that wants to **employ** and **retain disabled staff**.



We have a **Guaranteed Interview Scheme**.

This means you would **get an interview** if:



- you have a disability



- and you have the **knowledge**, **experience** and **skills** listed in the **Person Specification**



**This is to let you know that everything I  
have written about me in this form is true.**



**Signed**



**Date**

## Making sure everyone is treated fairly



The information you give us in this part of the form is **confidential**.



**Confidential** means we will not tell anyone about your information.



This part of the form **will not** be given to the people who decide if you will be interviewed for the job.

We will **only use this information** to find out:



who has applied for the job



who has been chosen for an interview



who gets the job





Then we can check that we are in line with the **Equality Act 2010**.



So we need to ask **everyone** who applies for an NHS job some questions.



This helps us to make sure **no-one is treated unfairly or left out**.



The **NHS** wants:

- our staff to **represent its local community**



- people of **different backgrounds** to apply for our jobs



Under the **Equality Act 2010**, every organisation must show that no one is left out because of their:



Age



Disability



Sex or gender



Race



Religion



Pregnancy or  
Motherhood



Who they are  
married to



Who they are  
attracted to



## What is your date of birth?

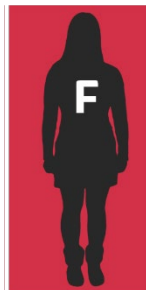
Please write in the box below:

## What is your gender?

Please tick one of these boxes



Male



Female



Prefer not to say

**Are you?** Please tick the box that applies to you:



Married



Single



Civil Partnership

A **civil partnership** is when the law recognises a relationship between 2 people.



Separated

When 2 people live apart

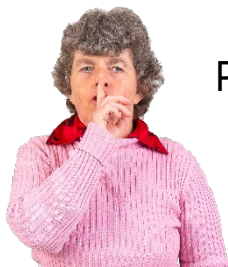


Divorced

When 2 people end their marriage



Has your husband or wife died?



Prefer not to say



## What is your ethnic background?

Please tick the box that applies to you:



White



Asian



Mixed



Black



Other



Prefer not to say

## Which of the following best describes you?

Please tick the box that describes you



Straight



Gay or Lesbian



Bisexual



Other



Not sure



Prefer not to say

## What is your religion or belief?

Please tick the box that applies to you



I am an Atheist



I am a Buddhist



I am a Christian

An atheist does not believe in God



I am a Hindu



I am a Muslim



I am a Jain



I am a Jew



I am a Sikh



Other



Prefer not  
to say



Do not  
know





## Disability

The **Equality Act 2010** says “**Disability** is a physical or mental health condition that stops you from carrying out normal daily activities.”



If you tell us you have a disability, we will make sure we provide you with the **right support** if you are **invited to an interview**.

## Do you have a disability?

Please tick the box that applies to you:



Yes



No



Prefer not to say



**Are you related to anyone who works for this NHS organisation?**



Yes



No

If **yes**, please tell us how you are related in the box below:



Thank you for completing this form.