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 contact details

Your name

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
- someone you have worked with
- or a manager
- a work coach
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

Divorced

Has your husband or wife died?

When 2 people live apart

When 2 people end their marriage

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.