

# Employment Application Form

St Barnabas Hospices (Sussex) Limited



St Barnabas Hospices seek to improve the lives of adults and children with advanced progressive, life limiting illnesses by providing specialist supportive care, within available resources, to patients, their families and professional carers.

The safe recruitment of staff at St Barnabas Hospices is the first step to safeguarding and promoting the welfare of children and adults in our care. As an employer we expect all staff and volunteers to share our commitment to safeguarding. In light of this, please **complete in as much detail as possible all parts of the application**. Incomplete or insufficient detail may result in your application not being considered for shortlisting. If necessary please continue on separate sheets and attach these to the back of the completed application. Applications received after the closing date may not be considered.

Please return all completed applications to:  
[HR@stbh.org.uk](mailto:HR@stbh.org.uk), or

Applications  
Human Resources Department  
St Barnabas House  
2 Titnore Lane  
Worthing  
West Sussex  
BN12 6NZ

Position applied for

Where did you hear about this position?

## 1 Personal information

Title  First name  Surname

Previous Surname  Known as

Address

Town  County

Postcode

Home phone  Mobile phone

Email address

NI number

## 2 Transport

Some of our sites are not accessible by public transport and therefore you will need to have access to a car. Some roles will require you to drive and have a clean driving licence and access to a car. Please consider this when you are applying for a role.

Do you have a clean, current driving licence?  Yes  No

Are you a car owner?  Yes  No

### 3 Education and Training

Please provide details of any examinations taken, as well as training courses attended. Please include qualifications awarded (where applicable) and any membership of appropriate professional bodies.

*Evidence of qualifications may be required before employment is offered.*

Subject / professional membership	Qualification / training / membership registration number	Grade	Date	Name and address of school / college / organisation

## 4 Employment History

Please provide details of your employment history, including voluntary and unpaid work, as well as any periods of unemployment. Please ensure all details are correct.

### Current Employment

Organisation / company name and address	Position held plus brief description of duties/skills developed	Date of employment	Current salary	What is your notice period and reason for leaving?

### Previous Employment

Organisation / company name and address	Position held plus brief description of duties/skills developed	Date from (month/year)	Date to (month/year)	Why did you leave?

## 5 Computer skills

Please give details of computer software packages used and highlight appropriate level

Software name	Basic	Intermediate	Advanced

## 6 Reason for applying

Outline in one or two sentences what prompted you to apply for this role.

## 7 Additional information

Please read through the Job Description and then highlight the skills, knowledge and behaviours you have which demonstrate your suitability for this role. Please feel free to include experience gained from voluntary roles. Attach additional sheets as required.

## 8 Candidate references

Offers of employment are subject to receipt of satisfactory references. Please provide the names, telephone numbers and addresses of employers or educational establishments to cover the last five years of employment.

### Current/most recent employer/educational reference

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>				
	<input type="text"/>	Postcode	<input type="text"/>		
Email address	<input type="text"/>				
Position held	<input type="text"/>	Time known	<input type="text"/>		
Your connection with the referee (manager, colleague etc.)	<input type="text"/>				

### Employer/educational reference two

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>				
	<input type="text"/>	Postcode	<input type="text"/>		
Email address	<input type="text"/>				
Position held	<input type="text"/>	Time known	<input type="text"/>		
Your connection with the referee (manager, colleague etc.)	<input type="text"/>				

## 9 Health and fitness

If you are offered employment with us you will be asked to complete an Occupational Health Questionnaire prior to commencement of your role. If it is deemed necessary you may be asked to attend an appointment with Occupational Health Nurse.

Please note that for some positions we will require you to have a Hepatitis B vaccination.

## 10 The Asylum & Immigration Act 1996

The Asylum and Immigration Act 1996 requires that we obtain proof of your right to work in the UK. If you are invited to interview you will need to ensure that you bring with you original documentation evidencing your entitlement to work in the UK (e.g. a current UK / EU / EEA Passport/National Identity Card or appropriate Home Office documentation etc).

You can check what documentation you should provide in more detail on the Home Office are of the gov.uk website.

Are you legally entitle to work in the UK?  Yes  No

Do you require a work permit?  Yes  No

## 11 Data Protection

We will never share your details with any other organisation to use for their own purposes and sharing of your data within the hospice will be limited to those involved in the recruitment process.

By submitting this application form to Human Resources you are accepting that we will process your personal data and sensitive personal data, for the purpose of recruitment and your (potential) employment contract. We will keep your details for six months after the recruitment process ends - if we want to keep your data longer than this then we will ask for your consent.

Our full privacy statement for job applicants is available via our website [www.stbh.org.uk/privacy-notice](http://www.stbh.org.uk/privacy-notice). If you are unable to view a copy please [e-mail the HR team](#) to request a copy.

## 12 Rehabilitation of Offenders

Because of the nature of the work involved, the post for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exceptions Order 1975).

This means that you are not entitled to withhold information relating to any convictions you may have had, that would not be filtered in line with current guidance. Withholding information could result in dismissal.

However, possessing a criminal record will not necessarily be a bar to obtaining a position. We will provide you with a copy of our Recruitment of Ex-Offenders statement if you request it.

### Please complete the following declarations:

Are you currently the subject of any police investigation and/ or prosecution, in the UK or any other country?  Yes  No

Do you have any unspent convictions, cautions, reprimands or warnings?  Yes  No

Are you currently the subject of any investigation or proceedings by anybody having regulatory functions in relation to health / social care professionals including such a regulatory body in another country?  Yes  No

Have you ever been disqualified from the practice of a profession or required to practice it subject to specified limitations following a fitness to practise investigation by a regulatory body, in the UK or another country?  Yes  No

**If the answer to any of these questions is yes, please include full details on a separate piece of paper and return with the application form.**

## 13 Declaration, consent and verification

The information I provide in this form is correct to the best of my knowledge and belief. I understand that St Barnabas Hospices will conduct checks to verify the information provided and other such verifications as need to be carried out to confirm my suitability for the position I have applied for.

By submitting this application I acknowledge that if such investigation reveals information that makes me ineligible for employment with the company, or that I have provided false information or withheld information, it may result in any offer of employment being withdrawn or my immediate dismissal from employment.

If I have any concerns I understand that I can contact [hr@stbh.org.uk](mailto:hr@stbh.org.uk) for details and policies, or to discuss in confidence.

Name (printed):

Date:

Signature:

Your completed form can either be emailed as an attachment to [HR@stbh.org.uk](mailto:HR@stbh.org.uk) or posted to:  
Applications, Human Resources Department, St Barnabas House,  
2 Titnore Lane, Worthing, West Sussex, BN12 6NZ.

Thank you.