



Fairfield Independent Hospital
Crank, St Helens, Merseyside, WA11 7RS

Application for Employment - Standard Job Application Form – Part A

Job Title applied for	
-----------------------	--

Please note that your offer of employment will be subject to a disclosure from the Disclosure and Barring Service. Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment. Failure to successfully reach the required standard of DBS disclosure could lead to withdrawal of an offer or dismissal if already employed when received.

In addition to completing this application form, you are therefore required to provide us with details of all spent and unspent convictions. Please send this information to the **Chief Executive Officer** under separate confidential cover.

Please note the Hospital's Recruitment Privacy Notes in Appendix 1.

Personal details

Title		
Surname		Forenames
Address	Contact Telephone:	
	Email:	
	Mobile:	
	Nat Ins Number	

Your email address will be used to contact you as well as being shared with Wrightington Wigan and Leigh NHS Foundation Trust of Royal Albert Edward Infirmary, Wigan Lane, Wigan, WN1 2NN who host Occupational Health Services for Well Being Partners in order to initiate an occupational health assessment upon recruitment.

To enable us to comply with our obligations under the Immigration and Asylum Act 1996, you will be asked to provide written proof your right to work in the United Kingdom, before any job offer is made to you.

Do you have a valid driving licence for the UK?	Yes () No ()
Do you have access to a vehicle that is insured for business purposes?	Yes () No ()

If you have previously worked for Fairfield Hospital, please give details?	
If offered the position, will you continue to work in any other capacity? If yes, please give details.	
On what date would you be available to commence this employment?	

Employment

In order to protect certain vulnerable groups within society, there are a number of posts and professions that are exempt from the provisions of the Rehabilitation of Offenders Act 1974. These include posts where in the normal course of their duties, successful applications will have access to persons in receipt of health services. If the post you have applied for falls within the above category, it will be exempt from the provision of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act (Exceptions Order) 1975.

Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘Spent’ under the provision of the act and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the employing organisation. Any information given will be confidential and will be considered only in relation to poses to which the order applies.

Have you at any time received, or had pending a court conviction?	Yes () No ()
If so, please give details:	

Please advise if you are registered with the Disclosure & Barring Service (DBS) Updating Service that was introduced in June 2013.

Yes No

If yes please indicate whether you would, if successful, consent to Fairfield Independent Hospital checking your DBS status online by providing your reference number when requested at a later date in the recruitment process.

Yes No

Relationships

If you are related to a director, or have a relationship with a director or employee of the Hospital, please state the relationship:

DECLARATION

The information in this form is true and complete. I agree that any deliberate omission, misrepresentation or falsification in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the Hospital. This applies equally to any medical questionnaire that I may complete.

I agree to the above declaration			
Signature			
Name		Date	

Where did you see this vacancy advertised?							
	Website		Social Media		Health Service Journal		Job Centre
	NHS Jobs website		St Helens Chamber		St Helens College		Local newspaper
	Search engine		Nursing Times		Other Professional Journal		Other

Application for Employment - Standard Job Application Form – Part B

Job Title applied for	
Department	

Additional Personal Information

Preferred Employment Type		Full time		Part time		Job share		Secondment		Flexible Hours
---------------------------	--	-----------	--	-----------	--	-----------	--	------------	--	----------------

Education & Professional Qualifications

Include in this section all relevant qualifications. Please also indicate subjects currently being studied			
<i>Subject/Qualification</i>	<i>Place of study</i>	<i>Grade/Result</i>	<i>Year</i>

Training Courses Attended

Include in this section any relevant training courses that you have attended or details of courses that you are currently undertaking			
Course Title	Training Provider	Duration	Date completed

Membership of Professional Bodies

Include in this section any relevant professional registrations or memberships.

My professional Registration status is:			
	Not required for this post		I have applied for UK registration
	I have a current UK registration		I have not applied for UK registration

If professional registration is not required then go to "Employment History" below:

If you are registered then please enter the relevant details below:			
Professional body	Membership or registration type	Membership/Registration/ PIN	Expiry/Renewal date

If applying for a post that required professional registration you are required to provide the following information:

Are you currently the subject of a fitness to practice investigation or proceedings by a licensing or regulatory body in the UK or in any other country?	Yes () No ()
Have you been removed from the register or have conditions been made on your registration by a fitness to practise committee or the licensing or regulatory body in the UK or in any other country?	Yes () No ()

Employment History

Please record below the details of your current or most recent employer

Employer Name			
Address			
Type of business		Telephone	
Job Title			
Start date		End date	
Grade		Salary	
Reporting to – job title		Period of notice	

Reason for leaving (if applicable)
Description of your duties and responsibilities

Previous employment

Please record below the details of your previous employment beginning with the most recent first. Please explain any gaps in employment in the "Supporting Information" section below. Please add additional employers/information on a separate sheet

Previous employer 1			
Employer name			
Address			
From date		To date	
Job title		Grade	
Reason for leaving (if applicable)			

Description of your duties and responsibilities	

Previous employer 2	
Employer name	
Address	
From date	To date
Job title	Grade
Reason for leaving (if applicable)	
Description of your duties and responsibilities	

Previous employer 3	
Employer name	
Address	
From date	To date
Job title	Grade
Reason for leaving (if applicable)	

Description of your duties and responsibilities

Supporting information

In this section please give your reasons for applying for this post and additional information, which shows how you match the person specification for the job. This can include relevant skills, knowledge, experience, voluntary activities and training etc. If relevant to the post for which you are applying you should include details about research experience, publications, clinical care (knowledge and skills) and clinical audit.

Supporting information (please continue on additional sheets if necessary)



References

Please give the names of people who have agreed to supply references. For all positions you must provide 2 references. If you are, or have been employed, these should be your two most recent employers. These may include your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for the post. If you are a student please provide contact details of a teacher at your school, college or university. **Please note that personal references such as friends and relatives are not acceptable.** For all posts written references obtained must cover the preceding 3 years of employment.

Referee 1

Name			
Job Title			
Company Name & Address			
Post code		Telephone	
Facsimile		E-mail	
Can the referee be approached after interview?	Yes () No ()	Relationship	

Referee 2

Name			
Job Title			
Company Name & Address			
Post code		Telephone	
Facsimile		E-mail	
Can the referee be approached after interview?	Yes () No ()	Relationship	

I consent to the above referees processing and releasing my employment information to Fairfield Independent Hospital for the purposes of my job application.

Signed

Print:

Please tick here if you wish this application to be removed from our records before 6 months of its date:

PLEASE COMPLETE AND RETURN UNDER SEPARATE COVER ANONYMOUSLY

Equal Opportunities Monitoring

As an organisation working with the NHS, we are required to collect details about an applicant's ethnicity. This information is collected to fulfil that obligation and is used for monitoring purposes only.

Please note that the tick boxes are on the left hand side.

I would describe my gender as follows:					
<input type="checkbox"/>	Man	<input type="checkbox"/>	Woman	<input type="checkbox"/>	Non-binary
<input type="checkbox"/>	Prefer not to say				
<input type="checkbox"/>	If you prefer to use your own term please specify				

Age					
<input type="checkbox"/>	16-24	<input type="checkbox"/>	25-29	<input type="checkbox"/>	30-34
<input type="checkbox"/>	35-39	<input type="checkbox"/>	40-44	<input type="checkbox"/>	45-49
<input type="checkbox"/>	50-54	<input type="checkbox"/>	55-59	<input type="checkbox"/>	60-64
<input type="checkbox"/>	65+	<input type="checkbox"/>	Prefer not to say		

I would describe my ethnic origin as follows:					
<i>(Please note that ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.)</i>					
Asian or Asian British		Mixed		Other Ethnic Group	
<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Indian	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>	Any other ethnic group
<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>	White/Caucasian
<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>	Any other Mixed background		

Employment Equality

In order to comply with these regulations, organisations working with the NHS are monitoring sexual orientation and religion/belief applications.

Continue onto next page

--

Do you have a sexual orientation towards:			
	Persons of the opposite sex		Persons of the same and opposite sex
	Persons of the same sex		I do not wish to disclose my sexual orientation
Please indicate your religion or belief:			
	Atheism		Islam
	Buddhism		Jainism
	Christianity		Judaism
	Hinduism		Sikhism
			Other
			I do not wish to disclose my religion

Disability Discrimination

Under the terms of the legislation a disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities. Fairfield Hospital, welcome applications from disabled people.

Do you consider yourself disabled?	Yes (<input type="checkbox"/>) No (<input type="checkbox"/>) I do not wish to disclose whether or not I have a disability (<input type="checkbox"/>)
------------------------------------	--

The Guy Pilkington Memorial Home Ltd

Fairfield Independent Hospital

Data protection privacy notice (recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information

The Guy Pilkington Memorial Home Ltd trading as Fairfield Independent Hospital ('Company') is a 'data controller' and gathers and uses certain information about you

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Employment Data Protection Policy.

About the information we collect and hold

The table set out in Part A of 0 below summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part B of 0 below summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held at our offices and those of our third party service providers.,

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. Currently this period is 6 months. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information on our approach to information retention and

destruction can be accessed in our Retention, Archiving and Destruction of Records Policy which is available from the HR Department.

Your rights to correct and access your information and to ask for it to be erased

Please contact our Data Protection Officer (DPO) Tom Harrison, who can be contacted by email at t.harrison@fairfield.org.uk or by post at the Hospital address if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask our Data Protection Officer for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our Data Protection Officer will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that our Data Protection Officer can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

Part A

Up to and including the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (i.e.address, home and mobile phone numbers, email address)	From you	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome To inform the relevant manager or department of your application
Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit	To make an informed recruitment decision
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest[(equality of opportunity or treatment)]	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies For further information, see * below
Information regarding your criminal record	From you, in your completed application form	To comply with our legal obligations	To make an informed recruitment decision To carry out statutory checks Information shared with DBS and other regulatory authorities as required For further information, see * below
Details of your referees	From your completed application form	Legitimate interest: to carry out a fair recruitment process	To carry out a fair recruitment process To comply with legal/regulatory obligations Information shared with relevant managers, HR personnel and the referee

Part B

Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<p>Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers <input type="checkbox"/></p>	<p>From you or your referees (details of whom you will have provided)</p>	<p>Legitimate interest: to make an informed decision to recruit</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p>	<p>To obtain the relevant reference about you</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers and HR personnel</p>
<p>Information regarding your academic and professional qualifications <input type="checkbox"/></p>	<p>From you, from your education provider and from the relevant professional body</p>	<p>Legitimate interest: to verify the qualifications information provided by you</p>	<p>To make an informed recruitment decision</p>
<p>Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) <input type="checkbox"/></p>	<p>From you and from the Disclosure and Barring Service (DBS)</p>	<p>To perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interest: to verify the criminal records information provided by you</p> <p>For reasons of substantial public interest and protecting the public against dishonesty)</p>	<p>To make an informed recruitment decision</p> <p>To carry out statutory checks</p> <p>Information shared with DBS and other regulatory authorities as required</p> <p>For further information, see * below</p>
<p>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information <input type="checkbox"/></p>	<p>From you and, where necessary, the Home Office</p>	<p>To enter into/perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interest: to maintain employment records</p>	<p>To carry out right to work checks</p> <p>Information may be shared with the Home Office</p>

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked '' above to us to enable us to verify your right to work and suitability for the position.

* Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in the General Principles regarding Disclosure for DBS Check for DBS Check applicants available from the HR Department