****

**BEECH TREE SURGERY**

**EMPLOYMENT APPLICATION**

1. **PERSONAL DETAILS:**

**Post applied for:** Click here to enter text.

**Where did you see the post advertised?** Click here to enter text.

**Title:** Click here to enter text.

**Forename:** Click here to enter text.

**Surname(s):** Click here to enter text.

**Address:** Click here to enter text.

**Postcode:** Click here to enter text.

**Telephone No (H):** Click here to enter text.

**Telephone No (M):** Click here to enter text.

**Email address:** Click here to enter text.

**Are you legally eligible for employment in the UK?** Yes [ ]  No **[ ]**

**Do you require a work permit to work in the UK?** Yes [ ]  No [ ]

*Please note that prior to making an offer of employment, we are required by law to verify documentary evidence (and maintain copies for our files) regarding a candidate’s eligibility to work in the UK. This applies to all applicants regardless of nationality/origin.*

**Have you any criminal convictions that are not ‘spent’?** Yes [ ]  No [ ]

**If yes please give dates and details below**

Click here to enter text.

1. **CURRENT (OR MOST RECENT) EMPLOYMENT OR WORK EXPERIENCE**

**Title of Post:** Click here to enter text.

**Number of Hours worked per week:** Click here to enter text.

**Name and Address of Employer:** Click here to enter text.

**Postcode:** Click here to enter text.

**Nature of Business:** Click here to enter text.

**Date of Appointment:** Click here to enter text.

**Salary and Hourly Rate (Full time equivalent):** Click here to enter text.

**Period of Notice / Contract End Date:** Click here to enter text.

**Summary of Duties Responsibilities**

Click here to enter text.

**Reason for Leaving:**

Click here to enter text.

1. **PREVIOUS EMPLOYMENT** **(LAST 5)**

*Most recent first, you may include unpaid work. Please give a brief explanation of any periods of unemployment*

**Employer’s Name:** Click here to enter text.

**Title of Post Held:** Click here to enter text.

**Salary per annum(FTE):** Click here to enter text.

**Employed from** Click here to enter a date.**to** Click here to enter a date.

**Reason for leaving:** Click here to enter text.

**Employer’s Name:** Click here to enter text.

**Title of Post Held:** Click here to enter text.

**Salary per annum (FTE):** Click here to enter text.

**Employed from** Click here to enter a date.**to** Click here to enter a date.

**Reason for leaving:** Click here to enter text.

**Employer’s Name:** Click here to enter text.

**Title of Post Held:** Click here to enter text.

**Salary per annum (FTE):** Click here to enter text.

**Employed from** Click here to enter a date.**to** Click here to enter a date.

**Reason for leaving:** Click here to enter text.

**Employer’s Name:** Click here to enter text.

**Title of Post Held:** Click here to enter text.

**Salary per annum (FTE):** Click here to enter text.

**Employed from** Click here to enter a date.**to** Click here to enter a date.

**Reason for leaving:** Click here to enter text.

**Employer’s Name:** Click here to enter text.

**Title of Post Held:** Click here to enter text.

**Salary per annum (FTE):** Click here to enter text.

**Employed from** Click here to enter a date.**to** Click here to enter a date.

**Reason for leaving:** Click here to enter text.

1. **EDUCATION AND QUALIFICATIONS**

*Most recent first, include details of any qualifications for which you are currently studying/expect to attain.*

*Inclusion of qualification dates is not compulsory*

**School/College/Universities/Training organisation:** Click here to enter text.

**From** Click here to enter a date. **to** Click here to enter a date.

**Qualifications:** Click here to enter text.

**School/College/Universities/Training organisation:** Click here to enter text.

**From** Click here to enter a date. **to** Click here to enter a date.

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**From** Click here to enter a date. **to** Click here to enter a date.

**Qualifications:** Click here to enter text.

**School/College/Universities/Training organisation:** Click here to enter text.

**From** Click here to enter a date. **to** Click here to enter a date.

**Qualifications:** Click here to enter text.

1. **PERSONAL INTERESTS/HOBBIES**

Click here to enter text.

1. **INFORMATION IN SUPPORT OF THIS APPLICATION**

*In your own words, describe the sort of work you think you would be asked to undertake if you were successful in getting this job:*

Click here to enter text.

*Please use the space below explain why you would be a good applicant for the post, including any experience you have gained, skills you have to offer (for example, IT skills) and personal qualities. This may include work and voluntary/domestic activities (e.g. school committees, charity work). Please relate your comments to the job description and advertisement.*

Click here to enter text.

1. **REFERENCES**

*Please give the name, address and telephone number of two people who would be willing to give you a reference. If you are currently or have recently been in employment, one of these should be your current or last employer. If not, a referee should be a person who can make a statement with regard to your character, e.g. a school or college teacher.*

*Referees must not be members of your family or related to you in any way.*

**Name:** Click here to enter text.

**Job Title (if applicable):** Click here to enter text.

**Address:** Click here to enter text.

**Postcode:** Click here to enter text.

**Telephone:** Click here to enter text.

**How does this person know you?** Click here to enter text.

**If required, may we take up reference before interview?** Yes [ ] No [ ]

**Name:** Click here to enter text.

**Job Title (if applicable):** Click here to enter text.

**Address:** Click here to enter text.

**Postcode:** Click here to enter text.

**Telephone:** Click here to enter text.

**How does this person know you?** Click here to enter text.

**If required, may we take up reference before interview?** Yes [ ] No [ ]

**If you are selected for interview, are there any reasonable adjustments you would need us to make to make it easier for you to attend?** Yes [ ] No [ ]

**If Yes, please give details:**

Click here to enter text.

**APPLICANT’S DECLARATION**

I hereby give my consent, in connection with this application, for all previous employers, educational institutions and references to be contacted to obtain and verify the accuracy of information provided by me in support of this application.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of the application or immediate termination of employment, whenever it may be discovered.

I understand that Beech Tree Surgery is permitted to hold personal information about me as identified on this application form as part of its recruitment procedures and personnel records.

**Notes:**

1. Beech Tree Surgeryis an equal opportunities employer and does not unlawfully discriminate in employment. No information provided by the applicant will be used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by law.
2. The practice considers that employing staff who are patients of the practice has significant disadvantages both to the patient and to the practice. Please note therefore that if your application is successful, you will be required to register elsewhere.
3. Beech Tree Surgery operates a non-smoking policy covering all practice premises

**Applicant’s signature: …………………………………………………….**

**Date: …………………………………………………….**

**This form should be returned to**

**Mr T. Baker,**

**Beech Tree Surgery,**

 **68 Doncaster Road,**

**Selby,**

 **YO8 9AJ**

**DIVERSITY MONITORING INFORMATION**

**Date of birth:** optional – you do not need to complete this, this page will be removed from the application papers prior to assessment and is used only to monitor recruitment processes

Click here to enter a date.

**Please tick the box which best describes your cultural & ethic origin**

White British [ ]

White Irish [ ]

White European [ ]

Other white origin [ ]  Please specify: Click here to enter text.

Black British [ ]

Black Caribbean [ ]

Black African [ ]

Other black origin [ ]  Please specify: Click here to enter text.

Indian [ ]

Pakistani [ ]

Bangladeshi [ ]

Chinese [ ]

Other Asian origin [ ]  Please specify: Click here to enter text.

**FOR OFFICE USE ONLY**

Date application received: …………………………

Interview: Yes [ ] No [ ]

Shortlist: Yes [ ] No [ ]

References Requested: Yes [ ] No [ ]