|  |
| --- |
| Please complete the form and check it carefully before returning it. Please note that questions marked with an asterisk \* are mandatory and therefore must be answered. |

**APPLICATION FOR EMPLOYMENT**

|  |  |
| --- | --- |
| **Job Title** | **Finance Assistant - Grants** |
| **Closing Date** |  |

**Personal Details**

|  |  |
| --- | --- |
| **\*Surname/Family Name** |  |
| **\*First Names** |  |
| **Title** |  |
| **UK National Insurance No** |  |
| **Address** |  |
| **\*Postcode/ Zip code** |  |
| **\* Country** |  |
| **Home Telephone** |  |
| **Mobile Telephone** |  |
| **Work Telephone** |  |
| **May we contact you at work?** | **🞎** Yes  **🞎** No |
| **Email Address** |  |
| **\*Are there any restrictions on your right to work in the UK?** | |
| **🞎** Yes **🞎** No  **If yes, please state restrictions and the expiry date of any permission:** | |

**Education & Professional Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Include in this section all the relevant qualifications. All qualifications disclosed will be subject to a satisfactory check.** | | | |
| **Subject/Qualification** | **Place of Study** | **Grade/result** | **Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Current Training Courses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Include in this section any relevant subjects currently being studied, or details of courses that you are currently undertaking.** | | | |
| **Course Title** | **Training Provider** | **Duration** | **Due Date of Completion** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Training Courses Attended**

|  |  |  |  |
| --- | --- | --- | --- |
| **Include in this section any relevant training courses that you have attended.** | | | |
| **Course Title** | **Training Provider** | **Duration** | **Date Completed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**(Please continue on a separate sheet if necessary)**

**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** |  |
| **Salary** |  | **Notice Period** |  |
| **Reporting to (job title)** |  | | |
| **Reason for leaving (if applicable)** | | | |
|  | | | |
| **Description of your duties and responsibilities** | | | |
|  | | | |

**Previous Employment**

Please record below the details of your previous employment, (**minimum 3 years**), beginning with the most recent first. Up to 5 previous employments can be entered here.

**Previous Employer 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Name** |  | | |
| **Address** |  | | |
| **Job Title** |  | | |
| **From Date** |  | **To Date** |  |
| **Salary** |  | | |
| **Reason for Leaving** | | | |
|  | | | |
| **Description of your duties and responsibilities** | | | |
|  | | | |

**Previous Employer 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Name** |  | | |
| **Address** |  | | |
| **Job Title** |  | | |
| **From Date** |  | **To Date** |  |
| **Salary** |  | | |
| **Reason for Leaving** | | | |
|  | | | |
| **Description of your duties and responsibilities** | | | |
|  | | | |

**Previous Employer 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Name** |  | | |
| **Address** |  | | |
| **Job Title** |  | | |
| **From Date** |  | **To Date** |  |
| **Salary** |  | | |
| **Reason for Leaving** | | | |
|  | | | |
| **Description of your duties and responsibilities** | | | |
|  | | | |

**Previous Employer 4**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Name** |  | | |
| **Address** |  | | |
| **Job Title** |  | | |
| **From Date** |  | **To Date** |  |
| **Salary** |  | | |
| **Reason for Leaving** | | | |
|  | | | |
| **Description of your duties and responsibilities** | | | |
|  | | | |

**Previous Employer 5**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Name** |  | | |
| **Address** |  | | |
| **Job Title** |  | | |
| **From Date** |  | **To Date** |  |
| **Salary** |  | | |
| **Reason for Leaving** | | | |
|  | | | |
| **Description of your duties and responsibilities** | | | |
|  | | | |

**(Please add additional employers/information on a separate sheet)**

|  |
| --- |
| **If you have any gaps within your employment history, please state below.** |
|  |

**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 (you will have been sent this document with the application form). This can include relevant skills, knowledge, experience, voluntary activities and training etc.

|  |
| --- |
| **Supporting information (Please continue on additional sheet if necessary – maximum 2 sides of A4).** |
|  |

**References**

**Please state the names and contact details of the people who have agreed to supply references covering a minimum of 3 years employment/training.**

If you are or have been employed, these should include your two most recent employers, 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.

If you have not been in employment for a considerable amount of time but have had previous employment, then you should seek one reference from your last known employer and a personal reference from a person of some standing within your community i.e. doctor, solicitor, MP etc.

Where it is not possible to obtain any employer reference at all then please obtain two personal references.

Where no personal reference can be obtained then references should be sought from personal acquaintances not related to or involved in any financial arrangement with you. If you have undergone training to return to work then the academic institution should be contacted.

Personal references such as friends and relatives are not acceptable unless stated previously.

**Referee 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **\*Surname/Family name** |  | **First Name** | |  | |
| **Title** |  | | | | |
| **Job Title** |  | | | | |
| **\*Address** |  | | | | |
| **\*Post Code/ Zip Code** |  | **\*Country** |  | | |
| **Telephone** |  | **Fax** |  | | |
| **Email** |  | | | | |
| **\* Relationship** |  | **\*Can the referee be contacted prior to interview?** | | | 🞎 Yes 🞎 No |

**Referee 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **\*Surname/**  **Family name** |  | **First Name** | |  | |
| **Title** |  | | | | |
| **Job Title** |  | | | | |
| **\*Address** |  | | | | |
| **\*Post Code/ Zip Code** |  | **\*Country** |  | | |
| **Telephone** |  | **Fax** |  | | |
| **Email** |  | | | | |
| **\* Relationship** |  | **\* Can the referee be contacted prior to interview?** | | | 🞎 Yes 🞎 No |

**Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions to employers after the rehabilitation period set by the Court has elapsed and the convictions become ‘spent’. During the rehabilitation period, convictions are referred to as ‘unspent’ convictions and must be declared to employers.

Before you can be considered for appointment, we need to be satisfied about your character and suitability.

Nottingham Hospitals Charity undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

|  |  |
| --- | --- |
| **\*Do you have any unspent criminal convictions or bindovers, or any cautions, warnings or reprimands?** | 🞎 Yes 🞎 No |
| **If yes, please give details** | |
|  | |

Your offer of employment may be subject to a satisfactory disclosure from the Disclosure and Barring Service. Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment.

**DECLARATION**

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation.

Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

I hereby authorise you to take up references from my previous employer(s), my present employer (once the offer of employment has been confirmed in writing) and/or the two people whom I submitted as personal referees.

In addition, I hereby authorise you to take up other reference checks, as you may deem appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| **I agree to the above declaration** | | | |
| **Signature** |  | | |
| **Name** |  | **Date** |  |

|  |  |
| --- | --- |
| In common with most employers, your personal details will be held on a database in order to assist with monitoring of recruitment, training and general HR processes as well as assisting in the process of pay | Please send a completed Application Form and covering letter to Jayne Quantrill at Nottingham Hospitals Charity by emailing [jayne.quantrill@nuh.nhs.uk](mailto:jayne.quantrill@nuh.nhs.uk) or by post to:  Jayne Quantrill  Grants Manager  Nottingham Hospitals Charity  2 Embley Road  City Hospital  Nottingham  NG5 1RE |

**\*CV’s submitted without a completed application form will not be accepted.**