****

**APPLICATION FOR THE ROLE OF:**

**REF:**

Please read the following notes prior to completing your application.

***Should I Apply?***

We welcome applications from candidates who meet the requirements in the Role Profile. Please contact HR Services for more information on the role profile.

As this post is not exempted under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to Disclosure Barring Service clearance (at a level appropriate to the post) before the appointment is confirmed. A criminal record will not necessarily be a bar to appointment. This will depend on the circumstances and background of the offence/s. Any offences that are not declared and which subsequently come to light may result in dismissal.

***How To Apply***

* Complete all of the application pack, i.e. personal details, application, monitoring form, and self declaration.
* Do not send a CV, these are not accepted, with or without a form. Relevant additional information can be included in section 6.
* Do not send information which includes your name or other personal details, except where asked for on the form. This is because applications are considered anonymously.
* Returning the form – your application must reach us by close of business on the stated closing date. Late applications cannot be considered. Applications should be returned via email.

***Our Promise To You***

Our pledge to fairness, and details about how you can complain are on the back of the “Our Promise To You” form.

***Working For Harbour***

Providing false information which subsequently comes to light may result in dismissal.

# **Section 1 – Personal Details**

*This information will not be considered as part of the selection process.*

Forenames:

Surname:

Address (including Post Code):

Title:

Do you consider that you have a disability? Yes / No

A disability may be a physical or mental impairment that has a substantial and long term adverse effect on ones ability to carry out normal day to day activities. E.g. dyslexia, asthma etc.

If “Yes”, please state the nature of the disability. Would you need any adjustments to be made to carry out this role?

Please state any particular assistance or facilities you may require in attending an interview:

Home/evening telephone number:

Daytime telephone number:

Mobile telephone number:

Email address:

How did you become aware of this vacancy?

|  |
| --- |
| DECLARATION I declare that the information given in this application is, to the best of my knowledge, complete and correct. I understand that any appointment offered will be subject to Harbour’s policies and procedures. I agree to this information being used for legitimate purposes connected with recruitment and selection.  **Please note that on submitting this form you have accepted these terms and agree to this declaration.** |
| *Please note that the above information will be entered into a computerised records system in accordance with the requirements of the current data protection legislation to monitor the effectiveness of the Harbour’s equality & diversity and recruitment policies and the information supplied will be used for statutory statistical analysis and returns.* |

Signed: Date:

Please return your completed application form via email to Helen Ould, HR Officer ([helen.ould@nhs.net](mailto:helen.ould@nhs.net))

**Section 2 – Employment History**

**Present Employment (if applicable)**

Name & Address of Employer

Job Title Date of Appointment

Present Salary Period of Notice

Reason for wishing to Leave

Brief Outline of Duties

**Previous Appointments Including Voluntary** (most recent first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Post Held** | **Dates** | **Salary/**  **Grades** | **Reason for leaving** |
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**Section 3 – Qualifications**

**Education** (Checks on qualifications may be made)

|  |  |
| --- | --- |
| **Courses and Relevant Training:**  **(Include examinations/results where applicable)** | **Dates** |
|  |  |
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**Membership of Professional/Technical Bodies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institute or Association** | **How was membership obtained?** | **Date** | **Grade of Membership** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 4 – Additional Information**

Do you hold a current driving licence?

None / Provisional / Full [Delete as necessary]

Do you have any current driving endorsements?

No Yes [Please tick]

Please give details if you have ticked

Yes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you wish to job share the post applied for?

No Yes [Please tick]

Are you related to a staff member or trustee of Harbour?

No Yes [Please tick]

Please give details if you have ticked Yes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you require a work permit to work in the United Kingdom?

No Yes [Please tick]

Please give details if you have ticked Yes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 5 – References**

|  |  |
| --- | --- |
| Name & Address Telephone  Email | Title/Occupation May referee be contacted prior to interview?  Yes / No [Please tick] |
| Name & Address Telephone  Email | Title/Occupation May referee be contacted prior to interview?  Yes / No [Please tick] |

Two referees are required. One should be from your present or last employer, if possible. Students

##### **Section 6 – Supporting Information**

Please describe below how your skills, experience and personal qualities relate to the role, as outlined in the role profile. You are welcome to include examples of voluntary work or interests which you feel support this. You should clearly indicate how the information relates to the role profile and the behavioral competencies.

If you are a disabled person and because of your impairment cannot fulfil certain aspects of the person specification but feel you can meet the job requirements in an alternative adjusted way, you can provide details here.

If you need to continue on a separate sheet, please feel free to do so but ensure that it is securely attached.

|  |
| --- |
|  |

**Section 7 – Monitoring Form**

*This information is for monitoring purposes only and will not be considered as part of the selection process.*

Harbour believes in equal opportunities. Part of this involves ensuring that our recruitment and selection practices are fair and consistent with the aim of appointing the best person for the job, and fulfilling legal requirements relevant to equal opportunities in employment.

To make equal opportunities meaningful, it is essential that Harbour monitors the effectiveness of its policy. Please therefore return your completed monitoring form with your application. All information will be treated in the strictest confidence and will not be made available to the recruitment and selection process. Further information is contained in this application pack under: “Our promise to you ".

**Job details**

|  |  |
| --- | --- |
| Post applied for: | Team: |

**Personal details**

|  |  |
| --- | --- |
| Last name: | First name(s): |
| Mr/Mrs/Miss/Ms/Dr/Other, please specify | Gender: |
| Date of birth: | Age: |
| Nationality: | Place of birth: |

**Ethnicity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| British |  |  | Caribbean |  |
| Irish |  | African |  |
| Any other White background |  | Any other Black background |  |
|  | |  | |
| White and Black Caribbean |  | Chinese |  |
| White and Black African |  | Any other ethnic group |  |
| White and Asian |  | All Chinese or other ethnic group |  |
| Any other Mixed background |  |  | |
|  | | Other [please specify] | |
| Indian |  | Prefer Not to Say |  |
| Pakistani |  |
| Bangladeshi |  |
| Any other Asian background |  |

**Disability**

|  |
| --- |
| Do you consider that you have a disability? Yes / No  A disability may be a physical or mental impairment that has a substantial and long term adverse effect on ones ability to carry out normal day to day activities. E.g. dyslexia, asthma etc.  If “Yes”, please state the nature of the disability. |

|  |
| --- |
| If you wish, you may disclose information about yourself in this section about your:  Religion: Sexual orientation: |

**Our Promise To You**

###### Fairness

We will treat your application fairly and honestly and consider it only in relation to

the requirements in the role profile. We will do this regardless of whether or not you currently work for Harbour, another employer, or are unemployed.

###### Equality

Our aim is to get the best person for the job, so we do not take irrelevant personal details into account in reaching our decisions. Because we believe in equal opportunities, we will try not to unfairly discriminate against anyone, and we welcome applicants from all sections of the community.

###### Disabled Applicants

Wherever possible and reasonable we will also make changes or offer alternatives to help a disabled person with the application process. If you consider yourself to be a disabled person and need such help please contact HR Services. Please also read the advice in section 6 of the form and make sure you fill in section 1 - the personal details form, if necessary. We will send more information to short listed candidates.

###### Complaints

Candidates who believe the recruitment and selection processes to have not met these standards, or wish to challenge the decision making process, may utilise the Agency Complaints procedure.

*Further Information*

The Harbour Recruitment and Selection Policy is available to all applicants upon request. Please contact HR Services for more information.

**Self-Declaration Form**

# Declaration of unspent criminal offences for appointments into

# positions where a DBS Disclosure is required.

**Please read the following notes carefully, before completing this form.**

It is the policy of Harbour Centre (Plymouth) Ltd to require applicants into posts which are eligible for a Disclosure & Barring Service (DBS) certification, to declare information on any unspent previous criminal record that they hold.

You must give details on this form of all unspent convictions, cautions, reprimands or final warnings you have received (including any convictions in a court of law outside of Great Britain) and any prosecutions that you have pending. Under the provisions of The Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 staff employed to work with certain categories of person, or in specified settings, are required to disclose all their unspent convictions. Therefore, if you have received a conviction, caution, reprimand or final warning for any criminal offence in the past, that remains unspent, you must provide details overleaf.

Harbour will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent you from working with Harbour. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying.

All appointments into posts subject to a DBS check are made only on condition of a satisfactory DBS Disclosure. If you are successful in your application for employment, the failure to disclose previous unspent criminal history could result in withdrawal of this conditional offer of employment.

List all of your unspent convictions, cautions, reprimands and final warnings on the following page, together with details of any pending prosecutions. Use a continuation sheet if required.

All information disclosed will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have provided.

**If you do not have any convictions please write ‘None’ and sign the form. If you have any questions regarding the completion of this form please contact Harbour HR Services.**

**Self Disclosure**

(Please complete in BLOCK CAPITALS).

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position applied for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?**

|  |  |  |
| --- | --- | --- |
| **Nature of Offence(s)** | **Name of Court and date of conviction (if known) or date of Caution, Reprimand or Warning** | **Sentence(s)**  **(Convictions)** |
|  |  |  |
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I certify to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete, it could lead to withdrawal of the conditional offer of appointment, without notice.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_