

# Job Application Form

For Office use only:



**Applicants are required to complete all parts of this application form.  
Before completion please read the guidance notes at the back of this document.**

Job applied for:	Post ref:
------------------	-----------

Surname:	Initials:
Address:	National Insurance Number:
	DFE Teachers' Reference Number: (if applicable)
	Home Telephone:
Address for Correspondence: (if different)	Mobile:
	Work: (optional)
	Email:
	When could you commence duties if appointed?

**References:** Please give the name, address, telephone number and email address of **TWO** independent referees from whom NSHA will seek information regarding your suitability for this job. **ONE** of the referees must be your current or most recent employer.

Name:	Name:
Occupation:	Occupation:
Address:	Address:
Postcode:	Postcode:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
Relationship to Applicant:	Relationship to Applicant:
Can we contact prior to interview?	Can we contact prior to interview?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Job/Career History**

Current or Last Job:  
(please indicate full or part time)

Name and Address of Employer:

Telephone Number:

Email Address:

Job Title:

Date Appointed:

Date Left (if applicable):

Current Earnings:

Scale or Grade:

Notice Required:

Brief details of current or last job:

**Previous Jobs** (list all employment including unpaid and voluntary work, most recent first)

Dates		Employer Name and Address	Job or jobs held with Employer
From	To		

**Previous Jobs** (If there are any gaps on your employment please explain below)



**Personal Statement**

(Please provide a detailed statement of the skills, knowledge and experience that makes you suitable for this job)

**Data Protection**

The personal information supplied by you on this application form will be used only to consider your application for employment with the Academy.

If you are shortlisted, contact will be made with the references you supply on the application form and a confidential reference will be sought from them.

The information you supply on the Equal Opportunities Monitoring Information Form will be used for those purposes stated and will only be retained in an anonymised form so that it cannot be linked to individual applicants. The information you supply will be retained only as long as necessary for the purposes of recruitment and monitoring.

**Criminal Convictions**

This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offenders Act 1974. Applicants must declare any convictions which for other purposes are “spent” and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by North Shore Health Academy. Any information will be treated confidentially.

Have you ever been convicted of a criminal offence by a Court of Law? Yes  No

If yes, please attach details including the offence and the date.

**Are you a member of any Professional Body?** (please give details)**Driving and Mobility**

Do you hold a current Driving Licence? Yes  No

Do you hold a current HGV/PSV or other specialist Driving Licence? Yes  No

Please specify:

**Are you related to any employee, trustee or Governor of North Shore Health Academy?**

Please state below his/her name(s) and the relationship.

Yes  No  Unsure

Details:

**Declaration**

I declare that the information on this application form is full, accurate and complete. I understand that if I provide false information or fail to provide full, accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of offer of appointment, or by my dismissal, without notice, if I have been appointed. I also understand that canvassing a NSHA employee whether directly or indirectly, will result in this application being disqualified.

Signed:

Date:

Please return completed forms to:

**Jen Hill – Finance & HR Officer**  
**North Shore Health Academy**  
**Junction Road**  
**Stockton-on-Tees**  
**TS19 9LT**

Or Email: [jhill@nshacademy.org.uk](mailto:jhill@nshacademy.org.uk)

# Recruitment Monitoring Form

For Office use only:

## Personal Details

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_ Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Marital Status: \_\_\_\_\_

### (Optional)

Is your gender identity the same as the gender you were assigned at birth? Yes  No

Please state where you saw this job advertised:

## Ethnic Origin

Asian or Asian British

- Indian  
 Pakistani  
 Bangladeshi  
 Chinese  
 Any other Asian background,  
 please specify \_\_\_\_\_

Mixed background

- White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other mixed background,  
 please specify \_\_\_\_\_

Other Ethnic Groups

- Arab  
 Gypsy/Romany/Irish Traveller  
 Any other background,  
 please specify \_\_\_\_\_

White

- English  
 Other British  
 Irish  
 Any other white background,  
 please specify \_\_\_\_\_

Black or Black British

- Caribbean  
 African  
 Any other Black background,  
 please specify \_\_\_\_\_

## Religion (Optional)

Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  None  Other  Prefer not to say

## Sexual Orientation (Optional)

Bisexual  Gay/Lesbian  Heterosexual/Straight  Other  Prefer not to say

## Disability

North Shore Health Academy is positive about disability and welcomes applications from disabled people. Please answer the section on disability, which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and/or establish that you have a disability where this is an occupational requirement (section 60 of the Equality Act 2010 refers). The Academy undertakes to interview any applicant who declares a disability detailed on the Application for Employment and who meets the minimum essential criteria for the job.

Do you have any of the following long-standing conditions?

- Deafness or severe hearing impairment?  
 Blindness or severe visual impairment?  
 A condition that limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying  
 A learning difficulty  
 A long standing psychological or mental health illness  
 Other, including long standing illness  
 No, I do not have a long standing condition

Do you have any specific requirements for interview or testing that you wish us to know about? Please give details:

**Please ensure you return this form with your completed application form.**

## General Issues

Your application will be assessed against the criteria listed on the person specification.

- CV's alone will not be accepted. You must complete the application form.
- Make sure all sections are completed clearly and as fully as possible.
- Make sure your application relates to the person specification.
- If you run out of space you may use additional pages.
- Make sure your application form is returned by the closing date.
- Keep a copy of your application; it will be useful to refer to for preparation if you are called for an interview.

If you have a disability that prevents you from complete the application form please contact Jen Hill, Finance & HR Officer on 01642 612381 or email [jhill@nshacademy.org.uk](mailto:jhill@nshacademy.org.uk).

Current legislation means that you will be required to provide documentary evidence (for example National Insurance Number) showing that you are entitled to work in the United Kingdom. If you are shortlisted you will be asked to provide this at your interview.

## Personal Details and References

Please complete this section fully and clearly. This is important contact information.

We need to know if you are related to an employee of the Academy. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass the employee to gain employment. This will disqualify your application.

Referees must be able to produce information about your suitability for the post. References provided by relatives, friends or people with whom you live with are not acceptable.

You will need to provide the names of two referees. One reference must be your current or most recent employer. The second reference should be a previous employer or someone that can give information about you that is relevant to the job. If you are a school or college leaver please give the name of your head teacher or tutor. Alternatively if you have had a Saturday or other part time job the person you worked for may be prepared to act as a referee.

It is advisable to contact your referees at an early stage to let them know that you wish to give their names and ensure that they are willing to act as a referee.

If you are shortlisted, contact will be made with the referees you supply on the application form. If, however, we should not contact a referee prior to interview, please say so on the application form.

No offer of employment will be made until references, that are satisfactory to the Academy, are received.

## Job/Career History

Please state your current or last employer's name, address, telephone number, email address in full. Do not go into too much detail but list the main activities of the job.

In the previous jobs section please account for all the time since you left school, college or university. List your jobs, with the most recent first, stating month and year and mentioning any gaps in employment. Include voluntary work particularly if you have not been in paid work.

## **Qualifications and Training**

List the qualifications you possess indicating grades.

List any formal, informal or on the job training you have received which you consider relevant to the post.

Some posts require the post holder to be able to travel between locations. This does not necessarily mean use of car; the actual mode of transport can vary depending on the distance to be travelled. Other posts may specify that driving is essential. For this reason you are asked to state whether or not you hold a current valid driving licence. Please complete this section fully.

## **Personal Statement**

This is your opportunity to tell us why you are suitable for the job. Read the job description and person specification carefully to see what skills and experience you have that relate to those required by the job. Think about examples you can give to provide evidence of this.

Consider what you have done in the past; at home; at school; at college; in paid work; unpaid work; or in a hobby.

These may be useful to show how you meet the items on the person specification. For example running a home can show skills such as organising or budgeting, being active in a club or other groups can show teamwork, communication or organising skills.

Your completed application form will be used to decide whether or not you progress to the next stage of the selection process. No assumptions will be made about your experience. It is vital that you have told us how you meet the selection criteria.

Please do not forget to sign your application.

## **Equal Opportunities and Monitoring**

North Shore Health Academy values diversity of the community it serves. We therefore strive to ensure that our services reflect the needs of all the people within the community. All individuals can expect to receive equal access to employment, promotion and training.

This policy is based on the recognition that we live and work in a diverse society in which everyone has individual abilities and needs.

We are working towards an environment where all employees, residents and service users receive equal treatment regardless of gender, marital status, family circumstances, sexual orientation, age, disability, race, colour, religion, ethnic, national or social origin.

We ask you to assist us in monitoring our policies and practises by completing the recruitment monitoring form.