

application form

Please return the fully completed form to **Human Resources, Tŷ Hafan, Hayes Road, Sully, Vale of Glamorgan CF64 5XX**

Please complete all relevant sections of the form.

Vacancy Reference Number

Position applied for

Closing Date

Where did you see the post advertised?

Do you hold a current driving licence? Yes ☐ No ☐

If yes, how many penalty points do you have?

Do you have regular use of a car? Yes ☐ No ☐

If yes, would you be prepared to use your car for business purposes? Yes ☐ No ☐

Please give details of any relationship to any Board Member or employee at Tŷ Hafan (canvassing will disqualify)

Give details of any previous application for paid or voluntary work at Tŷ Hafan. Please provide details of post(s) applied for and approximate dates

Do you require a work permit to work in the UK? Yes ☐ No ☐

If yes, please provide details

.....

1 Present employment (if not currently in employment, please move to section 2)

From To

Employers name and address

..... Post Code

Job Title

Telephone Salary Grade (if applicable)

Description of your role and responsibilities

Reason for leaving (if applicable)

Period of notice to current employer

2 Previous employment (most recent first, excluding present employment detailed above)

Employer's name and address	Position held and principal duties performed	Reasons for leaving	Length of employment

3

Education and professional qualifications gained at school/college/other

Qualifications	Subject	Grade	Registration No. (where applicable)

Are you registered with any professional body? Yes ☐ No ☐

If yes, please provide details

Nursing Staff only N.M.C. Pin No Expiry Date

Are you currently contributing to the NHS pension scheme? Yes ☐ No ☐

4 Please read the job description carefully and use this page to give further information on relevant skills, knowledge and experience you may have, demonstrating how you meet the requirements of this post. Refer to the person specification for the post, and pay particular attention to those criteria to be assessed by **Application Form (AF)**. Please continue on a separate sheet if necessary, to a maximum of one A4 sheet only.

1. Skills and abilities

2. Knowledge

3. Experience

4. Training / Qualifications

5. Other requirements

5 Personal Statement

Please state why you have applied for this post and provide any further relevant information in support of your application.

6 References

Please provide below, names and addresses of two referees, one of whom should be your present or previous employer (friends and relatives may **not** be submitted as referees).

Reference one

Name

Address

.....

..... Post Code

Telephone

Reference two

Name

Address

.....

..... Post Code

Telephone

If you are applying for a post that requires 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 practice committee or the licensing or regulatory body in the UK or in any other country? Yes ☐ No ☐

By signing and returning this application form, you consent under the Data Protection Act (1998) to Tŷ Hafan using and storing your information provided for purposes relating to your application. Information held on unsuccessful applicants will be retained for no more than six months.

This post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 Exceptions Order (1975).

A Criminal Records Bureau Enhanced Disclosure will be requested in the event of a conditional offer of employment being made. **Applicants must therefore disclose at the application stage all convictions, cautions, reprimands and warnings irrespective of when they took place. This Criminal Records Bureau Enhanced Disclosure procedure will reveal all and any convictions, cautions, reprimands and warnings related to the applicant.**

Do you have any convictions, cautions, reprimands or warnings to disclose? Yes ☐ No ☐

If yes, please provide details of any criminal convictions, cautions, reprimands and warnings on a separate sheet. This information will be treated as strictly confidential. Any failure to disclose previous convictions, cautions, reprimands and warnings at the application stage could result in dismissal or disciplinary action by Tŷ Hafan at a later stage.

I understand that any offer of employment is subject to health clearance (where applicable), references, Criminal Records Bureau disclosure and production of requested documentation that are all satisfactory to Tŷ Hafan.

I declare that, to the best of my knowledge, the information given on this form is accurate and truthful.
I understand that if it is subsequently discovered that any statement is false or misleading Tŷ Hafan has the right to dismiss me from my employment.

Signed Date

Please return the fully completed form along with the equality of opportunity monitoring form by the closing date to **Human Resources, Tŷ Hafan, Hayes Road, Sully, Vale of Glamorgan CF64 5XX.**

thank you for taking the time to complete this form.



www.tyhafan.org

Tŷ Hafan - the family hospice for young lives. Hayes Road, Sully, Vale of Glamorgan CF64 5XX.
Tel: 029 2053 2199 Registered Charity No: 1047912. Tŷ Hafan® is a registered trade mark. (nov2012)

equality of opportunity monitoring form

Note to the applicant

Tŷ Hafan is committed to the promotion of equality and diversity. In order to monitor our effectiveness in these areas, all applicants are asked to complete this form. The information provided will not affect your application and will be used only as part of our Equal Opportunities monitoring activities.

Please complete all sections.

Vacancy Reference Number

Personal details

Title Forename Surname

Address

..... Post Code

Tel Email Date of Birth / /

Gender

Male ☐ Female ☐

Are you a Welsh speaker?

Yes ☐ No ☐

Marital Status

Married ☐ Single ☐ Prefer not to say ☐
Separated ☐ Living with Partner ☐
Divorced ☐ Widowed ☐

Ethnic Origin

How would you describe your ethnic origin:

White

British ☐
Irish ☐
Any other white background ☐
Please specify

Black or Black British

Caribbean ☐
African ☐
Any other black background ☐
Please specify

Asian or Asian British

Indian ☐
Pakistani ☐
Bangladeshi ☐
Any other Asian background ☐
Please specify

Mixed

White and black Caribbean ☐
White and black African ☐
White and Asian ☐
Any other mixed background ☐
Please specify

Chinese or other ethnic group

Chinese ☐
Any other ethnic group ☐
Please specify

Prefer not to say ☐

Age

16-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55+ ☐ Prefer not to say ☐

Disability

Please refer to the information below before answering this question.

(The Equality Act (2010) defines a disability 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).

Do you consider yourself to be disabled /have a disability as defined above?

Yes ☐ No ☐ Prefer not to say ☐

If you consider yourself a disabled person are there any reasonable adjustments required to enable you to attend an interview? If so, please give details:

.....

.....

.....

Sexual Orientation

Bisexual ☐ Heterosexual ☐ Homosexual ☐ Other ☐
Prefer not to say ☐

Religious Beliefs

To which of the following religions or belief systems, if any, do you belong or affiliate with?

Christian	☐	I have no religious beliefs	☐
Buddhist	☐	Other, please specify	
Hindu	☐		
Jewish	☐	Prefer not to say	☐
Muslim	☐		
Sikh	☐		

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