

# Application for Employment

Further information about Ramsay Health Care can be found online at [www.ramsayhealth.co.uk](http://www.ramsayhealth.co.uk)

Personal Details	
Position applied for: _____	
Hospital / Location: _____	
Surname: _____	Forenames: _____ <small>underline preferred name</small>
Title: _____	Previous Surname, if any: _____
Address: _____ _____ _____ Post Code: _____	
Contact Details:	
Home Tel: Code _____	No. _____
Mobile: Code _____	No. _____
E-mail address: _____	
May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Work Code _____	No. _____

## Present Circumstances

Present Employer's Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Position held: \_\_\_\_\_

Notice required; \_\_\_\_\_

Current salary: £ \_\_\_\_\_ per \_\_\_\_\_

Post Code: \_\_\_\_\_

Employee benefits: \_\_\_\_\_

Telephone No: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Your responsibilities and significant achievements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why are you considering leaving your present employment? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If not currently employed, please give a brief outline of your current situation \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Referees

Please give names and contact details of two work related referees, one of whom should be your current employer, or if presently unemployed or self employed, business colleague or last employer. Please note Doctors must provide a minimum of 2 references from their most recent employer and a Medical/Clinical director or fellow clinical specialist.

Name & Job Title	Company Name & Address	Contact details Telephone/Email	May we contact prior to interview?





## Further Information

Please give your reasons for making this application. Explain how your experience, qualifications and personal attributes can contribute to Ramsay. If necessary continue on a separate page and attach it to this form.

## Disclosure Certificates

By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986, the provisions of section 4.2 do not apply to any employment which is concerned with the provision of healthcare services and where employees may have access to persons in receipt of such services in the course of their normal duties. Your answer to the following question should therefore include "spent" convictions.

**Have you ever been convicted of a criminal offence in the UK or overseas?**  Yes  No  
**Are you currently the subject of a police investigation, or prosecution, in the UK or overseas?**  Yes  No

If yes, to either of the above, please enclose details in a sealed envelope marked 'CONFIDENTIAL'

All successful applicants for hospital vacancies will be required to apply for a Disclosure Certificate, at the appropriate level, from the Criminal Records Bureau. Having a criminal record will not necessarily bar anyone from working for Ramsay. This will depend on the nature of the position and the circumstances and background of any offences.

## Asylum & Immigration Act

All employment is subject to original documentary proof of your rights to work in the UK.

Please give your National Insurance Number:

**Are you subject to any legal restrictions with regard to your employment in the UK?**  Yes  No

If "yes" please explain \_\_\_\_\_  
\_\_\_\_\_

Please note that you will be required to bring **original** documentary proof of your right to work in the UK if invited for interview.

## Data Protection

Information given on, and in support of this application, will be controlled under the Data Protection legislation, and will be used for the purposes of recruitment within Ramsay. Should your application be successful, the information will then be used for employee record and payroll purposes. May we have your permission to process the information both manually and automatically for these purposes?  Yes  No

## Declaration

I declare that to the best of my knowledge the above information, and that submitted in any accompanying documents, is correct. I am willing for representatives of Ramsay to make enquiries to confirm such matters as qualifications, experience and dates of employment, and for the release by other people or organisations of such information as may be necessary to Ramsay for that purpose. I understand that any false or misleading information provided in this may result in my dismissal if I am appointed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return completed application form to:

# Equal Opportunity Monitoring

This information is not used for selection

Ramsay is committed to equal opportunity. Selection or promotion in the Company is based on the suitability of the applicant for the job. To enable us to monitor our equal opportunity policy please complete this questionnaire.

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

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

Hospital / Location: \_\_\_\_\_

## Ethnic Origin

### White

British

Irish

Other

### Mixed (white & black)

Caribbean

African

Asian

Other

### Asian/ British Asian

Indian

Pakistani

Bangladeshi

Other

### Black/ British Black

Caribbean

African

Other

### Chinese/ British Chinese

Chinese

Other

## Personal Information

Nationality: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender: Male  Female

Marital Status: Single  Married  Divorced  Widowed

Number of Dependants: \_\_\_\_\_

## Disability

Do you consider yourself to have a disability? Yes  No

Are you a registered disabled person? Yes  No

Registration No. \_\_\_\_\_

## Source of Application

How did you hear about us?

Internal advert  External advert  Privately recommended. Please state by whom \_\_\_\_\_

Agency. Please specify: \_\_\_\_\_

Job Centre. Please specify: \_\_\_\_\_

Other. Please specify: \_\_\_\_\_

Thank you for your co-operation

