

# Iain Rennie Hospice at Home Application Form



Send your completed application by email to [recruitment@irhh.org](mailto:recruitment@irhh.org)

or post (using the correct postage) to Human Resources, Iain Rennie Hospice at Home,  
Gillian King House, Hodgemoor View, Three Households, Chalfont St Giles, Bucks. HP8 4LS

Registered charity 297847 / Care standards H020000387

Role applied for:		Date of application:	
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## Personal information:

1. First name(s):		2. Surname:	
3. Known as:		4. Title:	
5. Address:			
6. Mobile telephone:		7. Home telephone:	
8. Work telephone:		9. Can we contact you at work?	(delete as applicable) YES / NO
10. Email address:			
11. Are you legally eligible to work in the UK?	(delete as applicable) YES / NO	12. Do you have proof of eligibility to work in the UK, for example, a British Passport?	(delete as applicable) YES / NO

*Under UK legislation we are obliged to see proof of your eligibility to work in the UK. If you do not have a current British Passport we will let you know which other documents we will need to see.*

13. If you consider yourself to be disabled under the Equality Act (2010), how can we best support you if you are shortlisted for interview?	
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*Please note: you are ONLY required to answer questions 14 and 15 if the job description states that manual handling and / or heavy lifting is a key requirement of the role.*

14. Are you aware of any health conditions or disability which may impair your ability to carry out the manual handling and / or heavy lifting tasks detailed in the job description?	(delete as applicable) YES / NO / not applicable to role
15. If yes, how could we best support you to enable you to carry out this key function of the role?	
16. Do you hold a full, current, UK driving licence? (The job description states if this is a requirement)	(delete as applicable) YES / NO / not applicable to role
17. Do you have access to a vehicle which can be used for work purposes? (The job description states if this is a requirement)	(delete as applicable) YES / NO / not applicable to role



*Current or most recent employment continued*

27. Reason for leaving / seeking change:	28. Period of notice

*Previous employment history*

Starting with the most recent, detail your previous employment.

- If you need additional space continue on a separate sheet and attach it with your application.
- Remember to account for any gaps in employment.
- Attach a copy of your current CV if you wish.

29. Previous employer 1		30. Start date:	31. End date:
Name and address:			
32. Job title:		33. Reason for leaving:	

34. Describe your key duties, responsibilities and achievements in this role:

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35. Previous employer 2		36. Start date:	37. End date:
Name and address:			
38. Job title:		39. Reason for leaving:	

40. Describe your key duties, responsibilities and achievements in this role:

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*Supporting statement*

Use this space to tell us why you are interested in working for the Iain Rennie Hospice at Home.

- Provide examples / demonstrate how you match the job description and why you believe you are a suitable candidate for the role.
- You may wish to include skills developed outside of work, for example, voluntary work, social or community activities etc.
- If you need additional space continue on a separate sheet and attach it with your application.

41. Supporting statement:

## References

Please provide details of two referees who are not related to you - at least one must be from the <u>line manager or Human Resources department</u> of your current or most recent employer.	
• We will ONLY collect references if you are successful in our recruitment process and accept our offer of employment.	
<b>Referee 1</b>	
42. Name:	
43. Occupation:	
44. Company name: (if applicable)	
45. Full address:	
46. Email address:	
47. Contact telephone number:	
<b>Referee 2</b>	
48. Name:	
49. Occupation:	
50. Company name: (if applicable)	
51. Full address:	
52. Email address:	
53. Contact telephone number:	
If you have been with your current employer for less than 18 months, we will also require a reference from your previous employer.	
<b>Referee 3</b>	
54. Name:	
55. Occupation:	
56. Company name: (if applicable)	
57. Full address:	
58. Email address:	
59. Contact telephone number:	

## *Rehabilitation of Offenders Act 1974*

Some Iain Rennie roles are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975. This means you must disclose any previous convictions which are "spent" or "unspent" under the provisions of the Act.

In the event of employment, any failure to disclose such convictions could result in disciplinary action and ultimately dismissal.

The job description states if the role requires us to carry out a Criminal Records Bureau check.

60. Have you at any time received, or had pending, a court conviction?

(delete as applicable)

YES / NO

If YES:

To disclose information, provide details on a separate sheet of paper, place in a sealed envelope marked "CONFIDENTIAL: HUMAN RESOURCES" and return it to us with your application. Alternatively, if applying electronically, send the information as a separate email with the subject line as "CONFIDENTIAL: HUMAN RESOURCES".

## *Equal opportunities*

Iain Rennie is an equal opportunities employer. To help us monitor the effectiveness of our Equal Opportunities Policy, we ask you to complete the form at the back of this application.

The form will be separated from your application and held purely for statistical purposes - it is not compulsory and will not form part of the recruitment and selection process.

## *Data protection*

If you are offered employment with the Iain Rennie Hospice at Home we will hold and process your data in accordance with the Data Protection Act 1998.

If you are not offered employment with the Iain Rennie Hospice at Home we will hold your data and application for 12 months, after which it will be securely destroyed (unless you ask us to keep it on file for future vacancies).

## *Declaration*

In making this application to the Iain Rennie Hospice at Home:

- I confirm all information contained within this form and any related document is complete and accurate in every respect. I accept that Iain Rennie Hospice at Home is entitled to withdraw any offer of employment, or terminate my employment, with immediate effect if the information contained in my application is found to be inaccurate or untrue.
- I confirm my information may be held by Iain Rennie Hospice at Home in accordance with the Data Protection Act 1998, as detailed above.
- I authorise Iain Rennie Hospice at Home to disclose information to its agents, carry out reference checks and verify the information I have provided.
- I understand that references will only be collected by Iain Rennie Hospice at Home if I am offered and accept employment.
- I understand that any offer of employment will be subject to proof of entitlement to work in the UK, receipt by Iain Rennie Hospice at Home of two satisfactory references and, where applicable to the role, satisfactory completion of a Criminal Records Bureau check, medical health check and / or evidence of a full, current UK driving licence.
- I understand and accept that Iain Rennie Hospice at Home is a non-smoking organisation.
- I understand that my email will be taken as my agreement to this declaration if I submit my application electronically.

61. Name:

62. Signature:

63. Date:

# Iain Rennie Hospice at Home Equal Opportunities Monitoring Form



Iain Rennie is an equal opportunities employer and seeks to employ a workforce that reflects the diverse community at large.

We consider all applications on suitability and key skills required for the role, regardless of age, disability, race, ethnic origin, gender, colour, creed, religion, sexuality, marital status, political opinions or otherwise.

Role applied for:		Date of application:	
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## Equality Act (2010)

1. How would you describe your ethnic origin?  
(tick or enter Y in the relevant box)

Asian or Asian British		Black or Black British		Mixed	
Bangladeshi		African		White and Asian	
Indian		Caribbean		White and Black African	
Pakistani		Any other Black background		White and Black Caribbean	
Any other Asian background				Any other mixed background	
White		Other Ethnic Group			
British		Chinese			
Irish		Any other ethnic group			
Any other White background					

2. Do you consider yourself to be disabled?

Under the Equality Act (2010) a disability is defined as a “mental or physical impairment which has a substantial and long term effect on a person’s ability to carry out normal day to day activities”.

(delete as applicable)

YES / NO

3. If yes, please state what the disability is:

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4. How old are you?

5. Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female

## Data Protection Act (1998)

The data on this form is classed as “sensitive personal data” under the Data Protection Act 1998. By providing this information you are confirming that the Iain Rennie Hospice at Home may store, process and share it in accordance with our Equal Opportunities Policy and current legislation.

This form will be separated from your application and held purely for statistical purposes - it is not compulsory and does not form part of our recruitment and selection process.