



## APPLICATION FORM FOR EMPLOYMENT

Please return your application form to the address on the covering letter before the closing date

Diversity Monitoring Form Attached:

Yes      No

No. of Additional sheets attached:

(Please insert extra sheets clearly marked with your name, sheet number and the vacancy reference number if you need more space to complete any part of this form).

### Vacancy Details

Please complete and note the Post Title or Job Reference Number of the vacancy which you are applying for, as you will be asked for this should you contact us about your application.

Job Reference No.

Post Applied For:

Which house are you applying for?

Are you interested in Fixed-Term Opportunities?

Yes      No

From

Available

to

*Full time working hours are 37 hours per week.*

If you are applying for part time work, please state your preferred number of hours:

Where did you see this post  
advertised?

### Personal Details

This information will be used when we communicate with you about your application and will form part of your employment for this should you contact us about your application.

Title:

Date of Birth:

Surname:

First Names:

Address Line 1:

Address Line 2:

Post Code:

Mobile No.

Fax No.

Home No.

Work No.

Home No.

Home e-mail address:

General Social Care Reg No. (if applicable)

Work e-mail address:

## Current Employment

Please give details about your current employer, or last employer if you are not presently employed, along with a brief description of your duties. This could include for example, tasks, objectives, and responsibilities. Please note: We will ask your employer to verify the details you provide on your application form.

Dates of service From To	Name & Address of employer	Position held & brief outline of duties	Reason for leaving
-----------------------------	----------------------------	--	--------------------

Current salary (pa/ph):

Current holiday entitlement (days/pa):

Notice Period:

## Previous Employment

Please give details of all your previous employment starting with the most recent first. Please note: If you are shortlisted for interview and assessment, Daily Locums reserves the right to verify the information you have given with any of your previous employers.

Dates of service Enter actual dates From - dd/mm/yy To dd/mm/yy	Name & Address of employer	Position held & brief outline of duties	Reason for leaving
--	----------------------------	--	--------------------

## Gaps in Employment

Please provide a full explanation for any gaps in your employment history. Daily Locums reserves the right to verify information that you have given us.

## Academic and Professional Qualifications

Please give us details of your academic and professional qualifications. These can include details of comparable overseas qualifications.

Please note: You will be required to provide your original documents as proof of any relevant qualification at the job interview and assessment should you be shortlisted. Daily Locums also reserves the right to verify the information that you have given with the educational establishments.

Academic Institution Attended	Date attended (dd/mm/yy)	Course Title/Subjects	Qualifications / Grade
-------------------------------	--------------------------	-----------------------	------------------------

## Relevant Training Courses Attended (in the last 5 years)

Please give us details of any relevant training courses that you have attended in the last five years. Please note that you can include details of comparable overseas training that you have attended in the last five years.

Dates attended	Course Title	Organising Body
----------------	--------------	-----------------

## Membership of Professional Bodies, Boards or Committees

Please provide details of any professional bodies that you are a member of and details about your membership. Please note: You may be required to verify this information if you are shortlisted for interview and assessment.

Period of Membership	Professional body	Grade obtained
----------------------	-------------------	----------------

## Supporting Statement & Evidence

Please tell us how you meet the job requirements detailed in the person specification, which are highlighted as being measurable by the application form. This will include any relevant experience, knowledge, abilities and skills that you have. You may wish to refer to the "Completing Your Application Form" guide.

Give as much evidence as you can in support of each of the job requirements. You can include examples from paid work and relevant voluntary work, community activities, domestic or family experience or details of relevant training or short courses.

Supplementary sheets should be attached securely and marked clearly with your name, sheet number and the vacancy reference number.

**Other Employment:**

Please give details of any other paid employment you intend to continue if offered a position within Daily Locums. This information is required to:

- ensure working hours do not exceed the requirements of the Working Time Directive.
- ensure that any appointment with Daily Locums will not create a conflict of interest within your professional or personal life.

Daily Locums reserves the right to notify you of any conflicts of interest and any offer of employment would be dependent upon this conflict ceasing.

Job Title	Details of Job	Hours/week	Weeks/Year
-----------	----------------	------------	------------

## References

Please give details of two people who are prepared to act as employment referees for you. One of these must be your current or most recent line manager. If you have just left full-time education, you should provide details of your course tutor. You should also provide details of the dates when you worked with them or when they were your course tutor.

Referees will automatically be contacted for applicants shortlisted to attend interview and assessment, unless your application has been clearly marked to show that an approach should not be made. You should ensure that your referees are able to respond promptly.

Please note: Daily Locums reserves the right to request a reference, or to contact any of your employers or educational establishments, in addition to the two referees you have nominated in your application.

Title:

Title:

Surname:

Surname:

First Names:

First Names:

Position

Position

Organisation

Organisation

Professional Relationship

Professional Relationship

Dates

Dates

Address 1:

Address 1:

Address 2:

Address 2:

Address 3:

Address 3:

Address 4:

Address 4:

Post Code:

Post Code:

Telephone

Telephone

Fax No.

Fax No.

Email address:

Email address:

Please cross this box if we may contact this .  
referee prior to interview, otherwise leave  
blank

Please cross this box if we may contact this .  
referee prior to interview, otherwise leave  
blank

## Arrangements for Interview

Please tell us about any access requirements or special arrangements you require on that day.

## Declarations

Please tick the boxes and sign this section to confirm your agreement to the statements listed in this section of the form. Please remember this information may be used as evidence should this be required in the future.

Are you related to an employee of Daily Locums?

Yes

No

If yes, please state their name and your relationship

I confirm that to the best of my knowledge, the information given in this application is correct and that I am legally entitled to take employment in the UK. I understand that I will also be required to produce original documents as specified in the Asylum and Immigration Act 1996

I give my consent for Daily Locums to obtain my attendance records from my previous employers

I give my consent for Daily Locums to process my diversity monitoring information.

I understand that my appointment is subject to medical clearance, satisfactory references and in appropriate cases; evidence of professional registration will be required.

I understand that, if my application is successful, the information will be used to compile a personal file/records and for payroll purposes and may be disclosed to the Inland Revenue. The information will be processed both manually and automatically.

I understand that providing false or misleading information during the recruitment and selection process may disqualify me from appointment or if appointed, may render me liable to dismissal. I declare the information I have given is to the best of my knowledge, true and complete.

Name:

Signature:

Date:

Please return the completed Application Form  
and  
separately return the attached Diversity Monitoring Form to:

The Recruitment Manager, Daily Locums, 71 Park Road, Peterborough, PE1 2TN





## DIVERSITY MONITORING INFORMATION

Daily Locums collects equality monitoring information for a number of reasons broadly related to statutory duties and to monitor and promote its Diversity Policy. Diversity Monitoring is the process Daily Locums uses to collect, store and analyse data and people's diversity. It is useful to highlight possible inequalities, investigate their underlying causes and to remove any unfairness or disadvantage.

Appointments are not based on the information that you give in this section but simply based on merit. Daily Locums would like to assure you that the information that you provide will be treated in the strictest confidence and will only be used as permitted under the Data Protection Act 1998.

**\* Please tick as appropriate**

### Details

Gender                      Male                      Female                      Date of Birth

### Ethnic Origin

Ethnic origin is not the same as nationality; place of birth or citizenship, but about your broad ethnic group. UK Citizens belong to a wide variety of ethnic groups.

**\* Please tick as far as possible, your ethnic origin.**

### Asian or Asian British

Bangladeshi                      Indian                      Pakistani  
Other, please specify

### Black or Black British

African                      Caribbean  
Other, please specify

### Chinese

Chinese  
Other, please specify

### Mixed

White & Asian                      White & Black African                      White & Black Caribbean  
Other, please specify

### White

English                      Irish                      Scottish  
Welsh                      Other, please specify

### Other Ethnic Group, please specify

Other Ethnic Group, please specify

### Religion & Belief (Please tick one only)

Christian (all denominations)                      Hindu                      Buddhist  
Jewish                      Muslim                      Sikh  
None                      Other, please specify

### Sexual Orientation (Please tick one only)

Heterosexual                      Gay                      Lesbian  
Bisexual