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**Application form**

Please complete all sections of this form. You may find it helpful to refer to the Guide for Applicants when completing the form. Please return your completed form to the correct person as directed on the advert. **CV’s will not be accepted as part of your application form**.

|  |
| --- |
| **Data Protection Statement**  We’ll use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. We’ll treat all personal information with the utmost confidentiality and in line with general data protection legislation.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and recruitment practices.  For more information on how we use the information you have provided and the legal basis upon which we rely to process the personal information you have provided in this form, please see our job applicant privacy notice which can be viewed by clicking [here](https://intranet.stroke.org.uk/Portals/0/Document%20library/HR%20documents/Recruitment%20and%20Selection/Job%20applicant%20privacy%20notice%20final%20version.docx?ver=2018-11-28-135051-780) |

|  |  |  |
| --- | --- | --- |
| **Post applied for:** | **Ref No:** | **Location of post:** |

|  |
| --- |
| **Where did you see the advert? :** |

**Personal details** (Please complete all boxes)

|  |  |  |
| --- | --- | --- |
| **Title:** Mr  Mrs  Miss  Ms  Other (Please specify)**:** | | |
| **First name/s:** | **Known as:** | **Last name:** |

|  |  |
| --- | --- |
| **Address:** | |
|  | **Postcode:** |

|  |  |
| --- | --- |
| **Email address:** | **Home phone number:** |
| **Mobile phone number:** | **Work phone number:**  (Discretion will be used if we need to contact you at work) |

**Please tick the appropriate boxes:**

|  |  |  |
| --- | --- | --- |
| **Do you hold a full UK driving licence?** | Yes | No |
| **Do you have use of a private car?** | Yes | No |
| **Are you eligible to work in the UK?** | Yes | No |
| (You will be required to bring proof of eligibility with you to your interview) | | |

**Education details and formal qualifications**

Please list the names of the educational establishments you have attended and the qualifications you have obtained, by the most recent first.

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| --- | --- | --- |
| **School, College, University** | **Title of course** | **Grade** |
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**Professional qualifications and membership of professional organisations (if appropriate)**

Please list any professional qualifications or membership of professional bodies.

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| --- | --- |
| **Title of professional qualification** | **Date obtained** |
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|  |  |
|  |  |
| **Professional membership details** | **Reference number** |
|  |  |
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**Continuous professional development and work related training**

Please list those most appropriate to your application and the most recently attended first.

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| --- | --- |
| **Course title** | **Date attended** |
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**Current employment details**

If you are not in current employment, please indicate the most recent.

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| --- | --- | --- | --- |
| **Name of employer:** | | | |
| **Address of employer:** | | | |
|  | | **Postcode:** | |
| **Job title:** | | **Line Manager:** | |
| **Date appointed (DD/MM/YY) :** | **Notice period:** | | **Date left (DD/MM/YY) :** |
| **Final salary:** | | **Reason for leaving:** | |
| **Brief summary of main duties and responsibilities:**  (Please note, the box below will expand as you type) | | | |

**Previous employment and relevant voluntary experience**

Please list your most recent previous employment first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of employer** | **Employment dates from and to (DD/MM/YY)** | **Job title** | **Brief description of main duties** | **Reason for leaving** |
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**Additional information to support your application**

You may find it helpful to refer to the Guide for Applicants and the role profile and person specification when completing this section of the form. Please provide details below of how your experience and skills meet the points of the person specification for the post you are applying for.

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| (Please note, the box below will expand as you type) |

**References**

We require a minimum of two employment references within the last five years. One must be from your previous or most recent employer and one must be from another employer within the last five years. References are obtained upon completion of a successful job interview and before an unconditional employment offer is made.

We would only take up personal references in exceptional circumstances from a person in a position of responsibility.

**Declaration**  
If you are applying for a post involving access to persons in receipt of health services, your offer of employment may be subject to a satisfactory disclosure from Disclosure and Barring Service (DBS) (formerly the CRB) in England and Wales, Access NI check in Northern Ireland and a Protecting Vulnerable Groups (PVG) check undertaken by Disclosure Scotland in Scotland. Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment.

We ask all applicants to disclose convictions, cautions, reprimands or final warningsthat are not yet spent under the Rehabilitation of Offenders Act 1974.

|  |  |  |
| --- | --- | --- |
| **Do you have any unspent convictions, cautions, reprimands or final warnings?** | Yes | No |
| (If yes, please give details) | | |

**Declaration by applicant**

I declare that to the best of my knowledge and belief, the information given on this form is true and complete. I understand that any false statement may be cause for rejection, or if employed, dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| **First name:** | **Surname:** | | |
| **Signed:**  (This form does not need to be signed if you return via email) | **Date:** | | |
| **I hereby provide consent for the Stroke Association to contact me, within six months of this application being made, regarding other available employment opportunities should my application for this role be unsuccessful.** | | Yes | No |

**Equality of Opportunity**

The Stroke Association employs the best-qualified personnel and provides equality of opportunity for the advancement of employees including promotion and training. We aim to prevent any form of discrimination on the grounds of race, ethnic origin, gender, age, sexual orientation, marital status, religion and personal belief or disability.

Please complete the separate Equal Opportunities form as part of the application process. [Equal Opportunities form](https://www.stroke.org.uk/sites/default/files/equal_ops_form_-_2019.doc) and please send to [equalops@stroke.org.uk](mailto:equalops@stroke.org.uk)

Thank you for taking the time to complete this application form.

|  |  |  |
| --- | --- | --- |
| **For office use only** |  |  |
| Application form received by: | Email/post: | Date: |
| Application form shortlisted: | Yes/No: | Date: |
| Applicant invited to Interview: | Yes/No: | Date: |