

THE HEDON GROUP PRACTICE

APPLICATION FOR EMPLOYMENT

*Position Applied For:-
RECEPTIONIST*

PLEASE STATE WHERE YOU SAW THIS VACANCY:-

PERSONAL DETAILS:

Title: Surname: Forename(s)

Address:

*Postcode: Telephone Numbers: Home:
Work:
Mobile:*

E-mail address:

Do you have a Driving Licence? Do you have access to a vehicle?

Please give details of any endorsements:

Are you legally eligible to work in the UK? YES NO (delete as

Do you require a work permit to work in the UK? YES NO appropriate)

Please note that prior to making an offer of employment, we are required by law to verify documentary evidence (and maintain copies for our files) regarding a candidate's eligibility to work in the UK. This applies to all applicants regardless of nationality/origin.

EDUCATION AND TRAINING:	
<i>Schools</i>	<i>Exam Results/Grades</i>
<i>College/University</i>	<i>Courses & Results</i>
<i>Further Education & Formal Training</i>	<i>Courses & Results</i>

PROFESSIONAL MEMBERSHIP AND QUALIFICATIONS:

NMC Registration No.:

EMPLOYMENT RECORD:

Please supply details of your last three positions, beginning with the most recent. **Please note that we will not accept CV's. The following sections must be completed or the application will not be processed.**

<i>Name and Address of current or most recent Employer:</i>	<i>From:</i>	<i>To:</i>	<i>Leaving/</i>	<i>No of</i>	<i>Job Title</i>
	<i>Mth Yr</i>	<i>Mth Yr</i>	<i>Current Salary:</i>	<i>Hours Worked:</i>	
	<i>Describe the work you did/do:</i>				
<i>Telephone:</i> <i>Type of Business:</i>	<i>Reason for leaving/wanting to leave:</i>				

<i>Name and Address of previous Employer:</i>	<i>From:</i>	<i>To:</i>	<i>Leaving</i>	<i>No of</i>	<i>Job Title</i>
	<i>Mth Yr</i>	<i>Mth Yr</i>	<i>Salary:</i>	<i>Hours Worked:</i>	
	<i>Describe the work you did:</i>				
<i>Telephone:</i> <i>Type of Business:</i>	<i>Reason for leaving/wanting to leave:</i>				

<i>Name and Address of previous Employer:</i>	<i>From:</i>	<i>To:</i>		<i>No of</i>	<i>Job Title</i>
	<i>Mth Yr</i>	<i>Mth Yr</i>		<i>Hours Worked:</i>	
	<i>Describe the work you did:</i>				
<i>Telephone:</i> <i>Type of Business:</i>	<i>Reason for leaving/wanting to leave:</i>				

ABOUT YOUR APPLICATION:

Please tell us in a maximum of 500 words your reason for applying for this position:

*Describe an experience of working with other people.
What did you contribute, and what was the outcome?*

(Please continue on additional A4 sheets and attach if necessary)

APPLICANTS WHO ARE PATIENTS OF THE HEDON GROUP PRACTICE:

The Hedon Group Practice considers that employing staff who are patients of the Practice has significant disadvantages, both to the patient and to the Practice. Please note therefore that if your application is successful and you are appointed, you will be required to register (as a patient) elsewhere.

MEDICAL CONDITION/DISABILITY

If you are successful in being short listed for interview and have any disability or medical condition, which would require us to make reasonable adjustments to ensure that you can give your best during the meeting, then please let us know when we contact you for the interview.

ABSENCE RECORD

Please give details of any periods of absence from work within the last two years:

Please note that The Hedon Group Practice operates a non-smoking policy covering all Practice premises.

REFERENCES:

Please supply details of your current/latest employer who would be willing to give you a reference.

Name: Occupation:

Address: Telephone:

If required, may we take up reference before interview? Yes/No (delete as appropriate)

Please give details of someone (not a relative or former employer) we can approach for a personal reference:

Name: Occupation:

Address: Telephone:

If required, may we take up reference before interview? Yes/No (delete as appropriate)

AVAILABILITY:

If we offer you this job, when could you start work?

Have you any criminal convictions, which you should disclose?

Yes/No (delete as applicable)

If Yes, please give details:

REHABILITATION OF OFFENDERS ACT:

Please read this paragraph carefully. Because of the nature of the work we do, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Order 1975. You must not, therefore, withhold information about any convictions which are "spent" under the provision of the Act. Failure to disclose such convictions could result in dismissal or disciplinary action. Therefore, you should disclose any necessary information. All such information will be treated in confidence and will be considered only in relation to an application for positions to which the Order applies.

APPLICANT'S DECLARATION

I hereby give my consent, in connection with this application, for all previous employers, educational institutions and references to be contacted to obtain and verify the accuracy of information provided by me in support of this application.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of the application or immediate termination of employment, whenever it may be discovered.

I understand that The Hedon Group Practice is permitted to hold personal information about me as identified on this application form as part of its recruitment procedures and personnel records.

Note: The Hedon Group Practice is an equal opportunities employer and does not unlawfully discriminate in employment. No information provided by the applicant will be used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by law.

Signed..... Date

Please return this form, with your covering letter and CV marked Private and Confidential, to:-

**Gina-Marie Peckitt
Practice Manager
Hedon Group Practice
4 Market Hill
Hedon, Hull
HU12 8JD**

**Closing date is 5.00pm on Friday 15 February 2018.
Interviews will be held on Wednesday 28 February 2018.**

If you have not heard from us by 16 March 2018, please consider that on this occasion your application has not been successful.