

**ALL INFORMATION WILL BE TREATED AS STRICTLY CONFIDENTIAL**

This application form will play an essential part in the selection procedure as it enables you to provide us with the information we require to do justice to your application. We realise that this demands time and effort from you, but we would ask you to complete it accurately, with the assurance that this will contribute to the objectivity and quality of our assessment. Any offer of employment will be subject to satisfactory references, Occupational Health report and where appropriate, documentary evidence showing your entitlement to work in the UK.

Please return the completed form to Elizabeth Kilgallon, HR Officer, The Westgate Practice, Church Street, Lichfield, WS13 6JL or email it to [westgatepractice.recruitment@nhs.net](mailto:westgatepracticerecruitment@nhs.net) entering ‘Job Application’ on the subject line.

The closing date for applications and the interview date is in the Job Advert. If you have not heard from us by the interview date please assume your application has been unsuccessful. Candidates will be invited for interview by email, so please check you spam/junk folders after the closing date.

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| **Post applied for:** |  |

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| **Personal Details** | | | | | | | |
| **Title (Mrs, Dr)** | |  | | **Surname** |  | | |
| **Forenames** | |  | | | | | |
| **Daytime phone no.** | |  | | **Mobile phone no.** | | |  |
| **Email Address** | |  | | | | | |
| **Address** | |  | | | | | |
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|  | | | | | | | |
| **Postcode** |  | | |  | | | |
| **National Insurance No** | | |  | | |  | |

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| **Office use only:** | **Application Reference No.** |  |

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| **Office use only:** | **Application Reference No.** |  |

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| **Please answer the following questions (delete as appropriate).** | | | |
| **Q1** | **Do you have experience of working in a GP surgery?** | Yes  Please answer Q2 | No  Please go to Qualifications. |
| **Q2** | **Do you have experience of working with GP IT system? (e.g. EMIS Web)** | Yes  (Go to Q3) | No  (Go to ‘Qualifications) |
| **Q3** | **If ‘Yes’ which system?** |  | |

**Qualifications (please do not put ‘Pass’ unless pass or fail the only grade given for that qualification):**

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| **Subject** | **Place of Study** | **Grade** | **Qualification** | **Dates** |
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**Add more rows as necessary**

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| **Employment History – most recent employment first** | | | | | | | |
| **Present or most recent employment** | | | | | | | |
| **Employer** |  | | | | **Post Held** |  | |
| **Address** |  | | | | **Start date** | |  |
|  | | | | | **End date** | |  |
|  | | | | | **Salary** | |  |
| **Postcode** | |  | | | **Notice Period Required** | |  |
| **Nature of business** | | |  | | | | |
| **Please describe your main duties and responsibilities**. | | | | | | | |
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| **Reason for seeking a new job** | | | |  | | | |

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| --- | --- | --- | --- |
| **Employer name:** |  | | |
| **Employer Address:** |  | | |
| **Job Title** |  | | |
| **Start date:** |  | **End date:** |  |
| **Reason for leaving** |  | | |
| **Please briefly describe your main duties and responsibilities**. | | | |
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| --- | --- | --- | --- |
| **Employer name:** |  | | |
| **Employer Address:** |  | | |
| **Job Title** |  | | |
| **Start date:** |  | **End date:** |  |
| **Reason for leaving** |  | | |
| **Please briefly describe your main duties and responsibilities**. | | | |
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| --- | --- | --- | --- |
| **Employer name:** |  | | |
| **Employer Address:** |  | | |
| **Job Title** |  | | |
| **Start date:** |  | **End date:** |  |
| **Reason for leaving** |  | | |
| **Please briefly describe your main duties and responsibilities**. | | | |
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| --- | --- | --- | --- |
| **Employer name:** |  | | |
| **Employer Address:** |  | | |
| **Job Title** |  | | |
| **Start date:** |  | **End date:** |  |
| **Reason for leaving** |  | | |
| **Please briefly describe your main duties and responsibilities**. | | | |
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**Add further boxes as necessary.**

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| **Employment Gaps** |
| **If you have any gaps in your employment history, please state the reasons for the gaps below:** |
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| **Personal Profile** |
| Please use the job description and person specification and demonstrate, using examples, your suitability for the position for which you are applying. Please include your reasons for applying and interest in this position. Do not enclose a CV. |
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(Continued)

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| **References – One of these *must* be your current or most recent employer** | | |
|  | **Reference 1** | **Reference 2** |
| **Name** |  |  |
| **Relationship to you** |  |  |
| **Job Title or Status** |  |  |
| **Address** |  |  |
|  |  |
|  |  |
| **Postcode** |  |  |
| **Telephone no.** |  |  |
| **Email Address** |  |  |
| **Please** **note - we will not contact referees without your permission and until a conditional job offer has been made.** | | |

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| **Declaration** | |
| **To the best of my knowledge the information in this application is accurate.** | |
| **Signed** |  |
| **Date** |  |

**SAFEGUARDING**

All employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with and adherence to Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.