

APPLICATION FORM – NOTES OF GUIDANCE

TRUST MEDICAL

Trust Medical is an equal opportunities employer and ***all applicants for jobs in the service of Trust Medical will receive equal treatment irrespective of their race, colour, nationality or ethnic national origin, religion, sex, sexuality, actual or perceived AIDS/HIV status or perceived association with an HIV positive person, marital status, age, social background or disability.***

In order to facilitate The Trust Medical computerised personnel record system, you are required to enter complete dates (i.e. Day, Month and Year) as required in the various sections of the application form.

NOTE: All applicants should complete the application form; CV's will NOT be accepted.

A: POST DETAILS

The Post Designation, Department and Advertisement Reference Number should normally be found in the advertisement for the post.

B: PERSONAL DETAILS

Trust Medical is registered under the Data Protection Act 1984. This information is required to ensure that accurate personnel records are maintained.

In addition, if you are offered an appointment you will be required to provide certain documentation e.g. a birth certificate issued in the UK or Republic of Ireland, a P45, a pay slip from a previous employer, a P60 or a NINO card to ensure legal entitlement to work in the United Kingdom. You will also be required to produce evidence of qualifications.

C: SECONDARY EDUCATION

All applicants should fill in this section.

D: FURTHER, VOCATIONAL AND HIGHER EDUCATION

This section is to provide details of all formal further education received at university or college etc. Include details of full-time, part-time, day release and evening courses in this section.

E. FORMAL TRAINING/APPRENTICESHIP

This section is to provide details of all other formal and informal further education or training, including in-service courses, which have not been included in section D above.

F. PRESENT EMPLOYMENT

This section is to provide details of your current employer (or your previous employer if you are currently unemployed).

In normal circumstances a request for a reference may be made to your current employer or your past employer if you are currently unemployed. If you would prefer that your current employer is not advised of your application at this point in time then tick the appropriate box.

Trust Medical does however reserve the right to contact your previous or current employers should you be selected for an interview – unless an express instruction to the contrary is enclosed with your application. However, should you be recommended for appointment then references will be required.

G: EMPLOYMENT HISTORY

This section enables you to list, in chronological order, details of your employment history.

Remember to include periods of vocational or voluntary work, especially where you think that this may assist your application for this post.

H: REFEREES

Referees are normally expected to be people who hold a position of responsibility. They will normally be asked for their opinion on an applicant's:

- (a) personal character
- (b) work capability compared to the duties of the post in question

You are therefore advised, where possible, to select your referees carefully and ensure that they have known you in a work situation.

Referees should normally be consulted before their names are added to support your application.

If, for some reason, you would prefer a referee not to be contacted, please tick the appropriate box(es).

APPLICATION FORM – NOTES OF GUIDANCE (Cont'd)

I: HEALTH

All staff are expected to maintain an acceptable level of attendance. Each department has a target attendance level – details of which will be discussed on appointment.

J: DISABILITY

As part of Trust Medical' equal opportunities policy, we are committed to a positive approach with regard to the recruitment of disabled people.

Every Trust Medical vacancy will be open to suitably qualified disabled persons subject to safety considerations. Applications from disabled people will be actively encouraged.

Trust Medical guarantees to interview all disabled applicants who met the minimum criteria for a job vacancy.

K: ADVERTISEMENT SOURCE

This information is required simply to assess the effectiveness of placing job advertisements in various publications or agencies. Please name the Newspaper, Journal or Agency in which you saw the post advertised.

L: REHABILITATION OF OFFENDERS ACT 1974

In terms of the Rehabilitation of Offenders Act 1974, applicants need not reveal any criminal convictions which are "spent" as defined in the act

M: CANVASSING

Canvassing of elected committee members or employees of Trust Medical will disqualify the applicant.

N: EXPERIENCE, SKILLS AND TRAINING

The importance of this section to the selection process is emphasised by the space allocated. Using typescript or handwriting, this is where you have the opportunity to state your case – explain in your own words why you think that you, more than anyone else should be offered the post.

Include relevant details of previous posts you have held, both paid and unpaid, indicate positions of special responsibility you may have held both in the workplace situation and in your leisure interests, or event how your experience in life makes you a suitable candidate.

If you require using an additional page, remember to write your name, address and details of the post applied for at the top of the page.

O: DECLARATION

You are now required to date and sign your application form and return it to the address shown as soon as possible, but certainly before the closing date shown on the advertisement. Applicants are reminded that all information contained in the form must be true and correct to the best of their knowledge. Any false information or omissions may lead to summary dismissal.

COMPLAINTS

Any external applicant should write to the Director, Trust Medical, 223 Marine Road Central, Morecambe, Lancashire, LA4 4BQ (Phone No: 08700 41 81 41) outlining the reason for the complaint within three weeks of notification of the outcome of any application for employment. Such complaints will be dealt with in accordance with Trust Medical complaints procedure.