



JOB APPLICATION FORM

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Short-listing will be based on the information gathered from the form, read in conjunction with the Person Specification. You will be advised of the outcome of your application in writing.

Please either type directly in this form using *Microsoft Word* or print out and complete the form in BLOCK CAPITALS.

Please ensure the finished form is printed out, signed and dated and returned by the closing date to the following address: CancerPartnersUK, 21 Barrett Street, London, W1U 1BD.

We are unable to accept forms returned as e-mail attachments without a signature.

1 POSITION APPLIED FOR			
Job title:			
Department/centre:			
Job reference number:			
Where did you see this post advertised?			

2 APPLICANTS DETAILS			
Title:		Surname:	
First name:		Middle names:	
Previous surnames:		Date of birth <i>(optional):</i>	
Address:			
Home phone number:			
Mobile phone number <i>(where possible):</i>			
Work phone number <i>(where possible):</i>			
E-mail address <i>(where possible):</i>			
Preferred number for contact:	<input type="checkbox"/> Home	<input type="checkbox"/> Mobile	<input type="checkbox"/> Work
Do you hold a current driving licence?	<input type="checkbox"/> Yes / <input type="checkbox"/> No		
Is there anything concerning your medical history or state of health that is relevant to your application?	Yes / No* <i>*If you answer yes please supply details on a separate sheet of paper</i>		
Are there any restrictions regarding your employment? (E.g. do you require a Work Permit?)	Yes / No* <i>*If you answer yes please supply details on a separate sheet of paper</i>		
How much notice do you need to give your current employer?			
Do you have friends or relatives that work for us?	Yes / No* <i>*If you answer yes please supply their name & position:</i>		

FOR CLINICAL APPLICANTS ONLY

Do you have current UK professional registration appropriate to the position applied for?	Yes / No <i>You are required to provide evidence of this at interview. All registrations will be verified</i>
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3 EMPLOYMENT HISTORY

Please start with your most recent employment, and list all employment history including career breaks, unemployment, work experience or voluntary work. Briefly describe the main duties and responsibilities of each position. If you wish to expand on specific areas of responsibility, please do so in Section 6: Experience / skills.

1 Current / most recent employer / organisation	
Name:	
Address:	
Job title:	
Employment from (date):	To:
Brief description of duties:	
Reason for leaving / changing:	
2 Employer / organisation	
Name:	
Address:	
Job title:	
Employment from (date):	To:
Brief description of duties:	
Reason for leaving / changing:	
3 Employer / organisation	
Name:	
Address:	
Job title:	
Employment from (date):	To:
Brief description of duties:	
Reason for leaving / changing:	
4 Employer / organisation	
Name:	
Address:	
Job title:	
Employment from (date):	To:
Brief description of duties:	
Reason for leaving / changing:	

4 EDUCATION

Please provide details about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

Name of school / college / university / training body	Subject	Qualification / level	Date gained

5 TRAINING

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

Training / courses	Date

6 EXPERIENCE / SKILLS

This section is for you to give specific information in support of your application. Please set the information out on a maximum of three sides of A4 paper.

After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application. You may wish to use the headings in the Person Specification in order to set the information out clearly.

7 REFERENCES

Please give name, address and position / occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

Name:
Position:
Organisation:
Address:
Telephone number(s):

Name:
Position:
Organisation:
Address:
Telephone number(s):

8 CRIMINAL CONVICTIONS

Do you have any criminal convictions? Yes / No*
**If yes, please provide details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.*

All posts at CPUK are subject to the Rehabilitation of Offenders Act 1974 and as such it will be necessary for a submission for Disclosure to be made to the Criminal Records Bureau to check for any previous criminal convictions.

9 DECLARATION AND SIGNATURE

The information supplied in this application form is accurate to the best of my knowledge. I understand that any false declaration or misleading statement or a significant omission may lead to dismissal. I understand that any job offer is subject to references, Criminal Records Bureau Disclosure, verification of professional registration where appropriate, and a probationary period.

Signature

Date

By signing and returning this application you consent to CPUK using and keeping information about you provided by you, or third parties such as referees, relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party.

Thank you for completing this form.