# Reliance Medical

# Application for Employment

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| All information in your application form is strictly confidential and will only be seen by those involved in drawing up the short-list and taking part in the interview process.  Please complete in black ink, blue ink or typescript.  Please contact the company if you require any reasonable adjustments to the application form or application process under provisions of The Equality Act 2010.  You must also complete and submit with this application form our privacy notice for candidates. |

1. Vacancy Details

|  |  |
| --- | --- |
| Position applied for: |  |
| How did you hear of the vacancy? |  |

1. Personal Details

|  |  |
| --- | --- |
| Title |  |
| Surname |  |
| Forename(s) |  |
| Any other name used |  |
| Current home address (including postcode) |  |
| Telephone number |  |
| E-mail address |  |
| Nationality |  |
| Do you have the right to work in the UK? |  |

1. Employment History

Include any temporary or voluntary employment as appropriate. If you are a student or have only recently left education, please give details of any work experience, with dates and name of your employer.

* 1. Current or most recent employment

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of current or most recent employer |  | | |
| Current job title |  | | |
| Employment date from: |  | Until: |  |
| Current salary |  | | |
| Other allowances and benefits |  | | |
| Notice period |  | | |
| Reason for leaving (if applicable) |  | | |
| Please provide a brief description of your duties and responsibilities | | | |
| Maximum word limit 250 words, any words in excess of this will be removed. | | | |

* 1. Previous Employment

Starting with the most recent, please provide details of your full employment history over the last five years. If you have had any significant breaks in employment you may extend this period by the same amount.

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| --- | --- | --- | --- | --- |
| Name and address of employer | Job title | Date  from | Date until | Reason for leaving |
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|  |  |  |  |  |

1. Education

Please provide details of your education, you may be requested to provide copies of certificates for verification. You may use a continutation sheet if required.

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| --- | --- | --- |
| School, college, university or awarding body | Qualification | Level / Grade |
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1. Professional/Occupational Training/Qualifications

Please provide details of training courses you have attended, you may be requested to provide copies of certificates for verification.

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| Professional or other qualifications, memberships or professional socieries and date where admitted where relevant |
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1. Additional Information

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| Drawing on your personal and work experience, education and training outline here how you satisfy the requirements of this job as detailed in the person specification and job description. You should also state why you are interested in this position. You may use a ‘continuation sheet’ if necessary. |
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1. References

Please provide two references. These may be from a combination of employer and academic sources. One referee must be your current or most recent employer. Academic references may be used where there has not been any recent employment. Personal references are not acceptable.

References will be requested after a conditional job offer is made.

|  |  |
| --- | --- |
| Referee 1 | |
| Full name |  |
| Occupation |  |
| Full address |  |
| Email address |  |
| Telephone number |  |
| What is your relationship with this person? |  |
| Referee 2 | |
| Full name |  |
| Occupation |  |
| Full address |  |
| Email address |  |
| Telephone number |  |
| What is your working relationship with this person? |  |

1. Availability for interview

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| --- |
| Please provide details of any dates that you will not be available for interview. |

1. Declaration

* I declare that the information given on this form is correct.
* If a conditional offer of employment is made, I hereby authorise you to contact the referees shown above for the purposes of obtaining a reference.
* I understand that, if appointed, any false information later revealed may invalidate any subsequent contract of employment.
* Any data relating to you will be treated in the strictest confidence. It will be held and processed in accordance with our privacy notice for candidates.
* I have read and signed the privacy notice for candidates and it is returned with this application form.

|  |  |
| --- | --- |
| Signature |  |
| Print name |  |
| Date |  |

Thank you for completing this form.

**Email:** hr@reliancemedical.co.uk

**Post:** Reliance Medical Ltd, West Avenue, Talke, Stoke-on-Trent, ST7 1TL

**Telephone:** 08456 448808

If you have any questions in completing this form, please contact hr@reliancemedical.co.uk