



St Andrew's Hospice Application Form

No applicant will be unfairly discriminated against. We are particularly alert to eliminating discrimination on account of age, cultural/religious/political belief, disability, ethnicity, gender, race, relationship status, sexual orientation, and/or Trade Union membership of stewardship.

Only pages 2 – 4 of this application will be made available to the shortlisting panel, all identifying and personal information is retained by the HR department.

Please note – the email address you provide on the application form will be used as the primary route of communication for any further correspondence relating to this vacancy, so please check your Spam folders. By providing your email address, you are consenting to receive correspondence relating to the recruitment process by email.

Application for the post of:

Location:

Where did you see the post advertised?

Personal Details

Surname:

First Name:

Name known by:

Title:

Street address:

City/Town:

Postcode:

Contact Number:

E-mail:

Candidate Number:



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Present Employment

If not employed at present, give details of most recent post including dates:

Post Title:

Name of Employer:

Employer Address:

Start Date:

Leave Date:

(if applicable)

Current Salary:

Notice Period:

Summary of duties:

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Employment History (Please attach additional word document if necessary)

Please list all previous posts, beginning with most recent:

Post Title	Employer Name/Address	Date From	Date To	Reason for Leaving

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Qualifications(Education & Professional)

Qualifications Achieved/Working Towards:

Subject	Type of Qualification	Grade Achieved/Expected	Date Achieved

Membership of professional or regulatory bodies

Name of Organisation	Registration Number	Renewal Date

Personal Statement

Please outline why you want to work for St Andrew's Hospice and why you think you are suitable for this role? (Describe how your skills, knowledge and experience match the person specification, while also explaining your motivation and goals):

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St Andrew's Hospice abides by the values of Human Dignity, Compassion, Justice, Advocacy and Quality (further details can be found at <https://www.st-andrews-hospice.com/about-the-hospice/#tab-id-2>). Please outline how you think you would adhere to these values should you be successful in this role:

References

Your referees must include your present (or most recent) employer. Please identify below the person in your organisation who is authorised to confirm your employment and the details given in your application. Please also identify a second referee who may have close knowledge of your skills, knowledge and abilities, and who may offer opinion on your suitability for this post (e.g. supervisor or previous employer). If you don't have 3 years of employment history, please provide other suitable references, such as someone of standing in the community who has known you for at least 3 years. If you have been in full time education in the last 3 years, please provide referees from your academic institution.

References will only be taken up for preferred candidates after interview, and we recommend that at that stage you contact your referees to advise that they will be receiving a reference request.

Reference 1 – Current Employer		Reference 2 – Previous employer	
Name of referee:		Name of referee:	
Job title of referee:		Job title of referee:	
Address:		Address:	
Contact Number:		Contact Number:	
e-mail:(business e-mail only)		e-mail:(business e-mail if previous employer)	
Name of organisation:		Name of organisation:	

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Additional Information

Are you legally eligible to work within the UK (please tick):

Yes ☐

No ☐

If yes, please confirm evidence that can be provided (e.g. birth certificate/passport/visa):

Do you have a full current driving licence? (only complete if a driving licence is an essential requirement for the role) (Please tick):

Yes ☐

No ☐

Are you a member of the PVG Scheme? (please tick):

Yes ☐

No ☐

If Yes, confirm scheme type:

Adult ☐

Child ☐

Both ☐

Reasonable Adjustments/Arrangements for Interview

The Equality Act 2010, defines that you are disabled "if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities".

St Andrew's Hospice have a fully inclusive and accessible recruitment process, actively attracting and recruiting disabled people via the Job Interview Guarantee scheme (JIG). This means we guarantee an interview for disabled people who meet the minimum criteria for the job (as outlined in the person specification), are flexible when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job and proactively offer and make reasonable adjustments as required.

Do you want to participate in the guarantee scheme?:

Yes ☐

No ☐

Do you require any reasonable adjustments?:

Yes ☐

No ☐

If "yes" please tell us what these are:

If you need us to make any adaptations for your interview to accommodate any disability you may have, please tell us what these should be?:

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Equality and Diversity Monitoring

St Andrew's Hospice wants to meet the aims and commitments set out in its Equality & Diversity Policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the makeup of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes only. This information will be separated from your application in the recruitment process.

If you have any questions about the form, please contact the HR team at recruitment.sah@standrews.scot.nhs.uk

Gender: Male ☐ Female ☐ Intersex ☐ Non-binary ☐ Prefer not to say ☐

Is the gender you identify with the same as your gender registered at birth?

Yes ☐

No ☐

Prefer not to say ☐

If you prefer to use your own gender identity, please specify

Age:	16-24 ☐	25-29 ☐	30-34 ☐
	35-39 ☐	40-44 ☐	45-49 ☐
	50-54 ☐	55-59 ☐	60-64 ☐
	65+ ☐	Prefer not to say ☐	

D.O.B:

Marital Status:

Civil Partnership ☐	Dissolved Civil Partnership ☐	Divorced ☐
Married ☐	Single ☐	Widowed ☐
Prefer not to say ☐		

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Ethnicity

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

Asian or Asian British

Indian ☐	Pakistani ☐	Bangladeshi ☐	Chinese ☐	Prefer not to say ☐
Other Asian background (please specify)				

Black, African, Caribbean or Black British

African ☐	Caribbean ☐	Prefer not to say ☐
Any other Black, African, Caribbean background (please specify)		

Mixed or Multiple Ethnic Groups

White & Black Caribbean ☐	White & Black African ☐	White & Asian ☐	Prefer not to say ☐
Any other Mixed or Multiple ethnic background (please specify)			

White

English ☐	Welsh ☐	Scottish ☐	Northern Irish ☐
Irish ☐	British ☐	Gypsy or Irish Traveller ☐	Prefer not to say ☐
Any other White background (please specify)			

Other ethnic group

Arab ☐	Prefer not to say ☐	Any other Ethnic group (Please specify)
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Disability

Do you consider yourself to have a disability or health condition?

Yes ☐	No ☐	Prefer not to say ☐
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If you answered 'yes', please tick if it is any of the following:

Learning Disability ☐	Long Standing Illness ☐	Mental health condition ☐
Physical impairment ☐	Sensory Impairment ☐	Prefer not to say ☐

This information is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

Sexual Orientation

What is your sexual orientation?

Heterosexual ☐	Gay ☐	Lesbian ☐
Bisexual ☐	Asexual ☐	Pansexual ☐
Undecided ☐	Prefer not to say ☐	☐

If you prefer to use your own identity, please specify

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Religion or Belief

What is your religion or belief?

No religion or belief ☐	Buddhist ☐	Christian ☐
Hindu ☐	Jewish ☐	Muslim ☐
Sikh ☐	Prefer not to say ☐	☐

If other religion or belief, please specify

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Declaration

Please sign in the appropriate place below. If this form is not completed and signed, your application will not be considered.

- I agree that St Andrew's Hospice can create and maintain computer and paper records of my personal data, and that this will be processed, stored and securely destroyed in accordance with the Data Protection Act 2018 and UK GDPR. Full details can be found on our privacy policy <https://www.st-andrews-hospice.com/privacy/>
- I confirm that, should I be offered an appointment, St Andrew's Hospice has my permission to carry out pre-employment screening in the form of taking up references, assessing my health and fitness for work, criminal records, immigration status, qualifications and professional registration.
- I confirm that all the information given by me on this form is correct and accurate, and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

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Date:

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Candidate Number:
