Please email completed forms to **kentcareers@benenden.org.uk** or post to:

Resourcing Officer, HR & OD Department, Benenden Hospital Trust, Goddard’s Green Road, Benenden, Cranbrook, Kent TN17 4AX.

Position applied for:

Where did you hear about this vacancy: Staff referral: Other (please specify):

Company website: Internet search: Job board: (indeed etc) Word of mouth

Personal Details

|  |  |
| --- | --- |
| Title: | Mr / Mrs / Miss / Ms / Dr / Other |
| Forenames: |  |
| Surname: |  |
| Current address: | Post code: |
| Telephone number: |  |
| Alternative telephone number: |  |
| Email: |  |

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| --- | --- | --- | --- |
| Please refer to the Role profile and provide evidence and details that you feel are relevant in support of your application. These should include:  Supporting Information   * Why you are interested in this position. * What skills you have that are relevant to the position for which you are applying. * Relevant work experience   *Please use additional sheets if necessary* | | | |
|  | | | |
| Do you have the right to work in the UK? **Yes: No:**  You will be required to provide appropriate documentary evidence of this at interview.  Are you currently living/working in the UK under a Visa?  **Yes:** **No:**  **Convictions/Disqualifications**  All offers of employment made by Benenden Hospital Trust are subject to receipt of a satisfactory DBS check, either standard or enhanced depending on the role being offered.  Are you currently bound over, or do you have any unspent convictions issued by a Court or Court Martial in the UK or any other country? If yes, please supply details below; | | | |
|  | | | |
| **Membership of Professional Bodies**  Any relevant professional registrations or memberships. If you are registered, then please enter  the relevant details below; this information will be subject to a satisfactory check. | | | |
| Professional Body | Membership or Registration type | Membership/Registration number | Expiry/Renewal Date |
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| **Conflicts of Interest**  Do you or any close relations hold any interest in a firm or other organisation which:  a) Provides, or has been appointed to provide professional or other services, or goods to Benenden Hospital or the Benenden Group? **Yes:** **No:**  b) Competes, or may compete, with Benenden Hospital or Group? **Yes:** **No:**  c) Provides professional services and advice to such a competitor? **Yes:** **No:**  *d)* Have you been employed by Benenden Hospital previously? **Yes:** **No:**  *If you have answered “Yes” to any of the above questions, please provide details below:* | |
| *(Please provide full details of the organisation and the nature of the interest)* | |
| If you are related to or have a relationship with a director or an employee of Benenden Hospital, please state the relationship and employee’s name. |  |

|  |  |
| --- | --- |
| Present/  most recent Employer |  |
| Your current/ most recent job title |  |
| Date started |  |
| Current salary & benefits |  |
| Overview of duties & responsibilities |  |
| Date of leaving or left if notice given |  |
| Reason for leaving |  |

Employment History

|  |  |  |
| --- | --- | --- |
| Names of previous employers | Job Title and main duties | Start date – departure date  Reason for leaving |
|  |  |  |

*Please use additional sheets if necessary*

Relevant Education History

|  |  |  |
| --- | --- | --- |
| Qualification Achieved | Date Achieved | Learning Provider |
|  |  |  |

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| --- | --- |
| **Personal development**  Please include any courses, voluntary work or responsibilities you have obtained that you consider relevant to the position. |  |

Declaration

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| **Data protection statement**  Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  The organisation treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the Benenden Hospital Privacy Notice, available on our website. | |
| **Declaration**  I confirm that the above information is complete and correct and that any untrue or misleading information may lead to dismissal. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period, and a medical report (in line with the operation of the Equality Act 2010). | |
| Candidate’s Signature: |  |
| Print name: |  |
|  |  |
| Date of application |