

THE WATERLOO PRACTICE
Waterloo Health Centre, Wakefield Road, Waterloo, Huddersfield HD5 9XP

APPLICATION FOR EMPLOYMENT

PERSONAL DETAILS:

Post applied for: Medical Receptionist with Administrative Duties	
Where did you see the post advertised?	
Surname:	First Names:
Address:	
	Postcode:
Telephone Nos: Home:	Mobile:
E-mail address:	
Are you legally eligible for employment in the UK? (delete as applicable)	Yes / No (delete as applicable)
Do you require a work permit to work in the UK? (delete as applicable)	Yes / No (delete as applicable)
<i>Please note that prior to making an offer of employment, we are required by law to verify documentary evidence (and maintain copies for our files) regarding a candidate's eligibility to work in the UK. This applies to all applicants, whether or not they are UK citizens.</i>	
Have you any criminal convictions, which you should disclose?	
Yes / No (delete as applicable)	
If yes please give dates and details.	
<i>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, which means that applicants are not entitled to withhold any information requested about previous convictions even if, in other circumstances, they would be regarded as 'spent' under the Act.</i>	

MEDICAL HISTORY (all information provided with be treated in strictest confidence)

Do you have any disability or medical condition, which may affect your suitability for this post? Yes / No (delete as applicable)

If yes, please give details:

If required, would you be willing to undergo a medical examination?

Yes / No (delete as applicable)

Are there any reasonable working adjustments you would need us to make to accommodate your health? Yes / No (delete as applicable)

If yes, please give details:

Give details of any periods of ill-health you have suffered within the last two years:

Please note that The Waterloo Practice operates a non-smoking policy covering all practice premises

EDUCATION AND QUALIFICATIONS (most recent first). Include details of any qualifications for which you are currently studying/expect to attain.

Schools, Colleges Universities or other Training organizations	From	To	Programme of study/examinations taken (with levels and grades)

CURRENT (OR MOST RECENT) EMPLOYMENT OR WORK EXPERIENCE

Title of Post	
Name and Address of Employer	
	Postcode
Nature of Business	Date of Appointment
Salary and Grade/Scale	Period of Notice / Contract End Date
Summary of Duties/Responsibilities	

PERSONAL INTERESTS/HOBBIES

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PREVIOUS EMPLOYMENT (most recent first - you may include unpaid work)
Please give a brief explanation of any periods of unemployment

Employer's Name and Address	Title of Post Held	Salary and Scale	Date From	Date To	Reason for leaving

APPLICANTS WHO ARE PATIENTS OF THE WATERLOO PRACTICE

The Waterloo Practice recognises that employing staff who are patients of the practice may disadvantage both the patient and the practice. Please note therefore that should you be selected for employment by the practice it may be considered necessary for you to register elsewhere.

REFERENCES

Please give the contact details two people who would be willing to give you a reference. If you are currently or have recently been in employment, one of these should be your current or last employer. If not, a referee should be a person who can make a statement with regard to your character, e.g. a school or college teacher. Referees must not be members of your family or related to you in any way.

Name	Name
Job Title (if applicable)	Job Title (if applicable)
Address	Address
Postcode	Postcode
Telephone No:	Telephone No:
Email Address:	Email Address:
How does this person know you?	How does this person know you?
If required, may we take up reference before interview? Yes / No (delete as applicable)	If required, may we take up reference before interview? Yes / No (delete as applicable)

INFORMATION IN SUPPORT OF THIS APPLICATION

Please use the space below to explain why you would be a good applicant for the post, including any experience you have gained, skills you have to offer (for example, IT skills) and personal qualities. Please relate your comments to the job description and advertisement.

Please continue on an additional sheet if necessary

APPLICANT'S DECLARATION

I hereby give my consent, in connection with this application, for all previous employers, educational institutions and references to be contacted to obtain and verify the accuracy of information provided by me in support of this application.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of the application or immediate termination of employment, whenever it may be discovered.

I understand that The Waterloo Practice is permitted to hold personal information about me as identified on this application form as part of its recruitment procedures and personnel records.

Note: The Waterloo Practice is an equal opportunities employer and does not unlawfully discriminate in employment. No information provided by the applicant will be used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by law.

Signed:

Date:

**This form should be returned to Mrs B Collinge, Practice Manager at
The Waterloo Practice**