

APPLICATION FORM

POSITION APPLIED FOR:	
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All applicants should complete a copy of our [Equality and Diversity Monitoring Form](#) and send it to jobs@ihv.org.uk together with their application form and CV. All monitoring forms will be separated on receipt.

The following information will be treated in the strictest confidence, please submit application electronically to jobs@ihv.org.uk.

PERSONAL

Surname:		First name(s):	
Address:			
Contact number:		Email address:	

EMPLOYMENT

Present or last employer

Are you currently employed?

Name of present/last employer:			
Address:			
Contact number:			
Nature of business:			
Job title and brief description of your responsibilities:			
Reason for leaving:			
Length of time with employer:	Date from:		Date to:

Previous employers

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and address of employer	Date from:	Date to:	Position held/main duties	Reason for leaving

EDUCATION

College or University	Date from:	Date to:	Course(s) and results
Further formal training	Date from:	Date to:	Course(s) and results
Job related professional courses	Date from:	Date to:	Diploma/Qualification

SUPPORTING STATEMENT

Using specific examples from your current or past employment, you should outline how your skills and abilities meet each requirement on the person specification. Please use each requirement as a heading and provide a specific example of how you meet it. Use additional sheets if necessary.

SOURCE OF APPLICATION

How did you hear of this vacancy?

Are you involved in any activity which might limit your availability to work or your working hours?		
If YES, please give full details.		
Are you willing to work overtime and weekends and stay away overnight if required?		
Please give details of any hours which you would not wish to work:		
Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)? Guidance at https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974		
If YES, please give full details.		
Could you start this job immediately?		

DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Institute of Health Visiting, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the General Data Protection Regulations.

Signature:		Date:	
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REFERENCES

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Name:	
Position:	
Address:	
Email address:	
Contact number:	
Please confirm whether you are happy for us to contact this person prior to making an offer of employment?	

Name:	
Position:	
Address:	
Email address:	
Contact number:	
Please confirm whether you are happy for us to contact this person prior to making an offer of employment?	

Please submit application form electronically with a short CV and this completed application form to: jobs@ihv.org.uk