**Healthwatch Norfolk Job Application**

Any fields marked with an asterisk (\*) are mandatory.

**How/Where did you find out about this vacancy?**

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|  |

**Post applied for \***

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| --- |
| **Personal details:** |

Title (Please indicate the option which applies to you by inserting a X below)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mr |  | Mrs |  | Ms |  | Miss |  | Mx |  | Other |  |

|  |  |
| --- | --- |
| If other, please state |  |

|  |  |  |  |
| --- | --- | --- | --- |
| First Name \* |  | Surname\* |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Have you ever used any other names? \* | | | Yes |  | | No |  |
| If yes, please state: | | | | | | | |
| First name |  | Surname | | |  | | |

|  |  |
| --- | --- |
| Address in full \* |  |

|  |  |
| --- | --- |
| Postcode \* |  |

|  |  |
| --- | --- |
| Email Address \* |  |

Please note this email address will be used to send all future correspondence about this job.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Can we contact you by telephone? \* | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, what is your preferred contact number |  |

|  |  |
| --- | --- |
| National Insurance Number |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If the duties of the job include travel, which could be to venues not accessible by public transport are you able to make this requirement? | Yes |  | No |  |
|  |  |
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| --- | --- | --- | --- | --- |
| If the job requires you to travel and you intend to use a motor vehicle, do you hold a driving licence valid in the UK? | Yes |  | No |  |
|  |  |
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| --- | --- | --- | --- | --- | --- |
| If you do have a driving licence, please tell us what type. | | | | | |
| Full |  | Provisional |  | Other |  |

|  |  |
| --- | --- |
| If other, please specify |  |

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| --- |
| **Current or most recent employment/ self-employment / voluntary work** |

|  |  |
| --- | --- |
| Name and address of current/ most recent employer (or voluntary organisation) |  |

|  |  |
| --- | --- |
| Postcode |  |

|  |  |
| --- | --- |
| Job title/ Nature of Self-employment / Voluntary work |  |

|  |  |
| --- | --- |
| Current or last salary and scale (where relevant) |  |

|  |  |
| --- | --- |
| Current or last weekly hours (where relevant) |  |

|  |  |
| --- | --- |
| Date started in job/self-employment/voluntary work |  |

|  |  |
| --- | --- |
| Date of leaving job/ceasing self-employment/voluntary work (if relevant) |  |

|  |  |
| --- | --- |
| Notice required in current job/ period before you can commence work |  |

|  |  |
| --- | --- |
| Reason for leaving/ceasing self-employment/voluntary work |  |

|  |  |
| --- | --- |
| Brief description of job/services provided |  |

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| --- |
| **Employment History** |

Please list all employment (including self-employment and periods of voluntary work) since leaving full time education, starting with the most recent. Although not all jobs you have held may seem relevant to your application, it is important for you to give as much information as you can. You may have developed transferable skills in the job which you can highlight later in your application.

|  |  |
| --- | --- |
| Job 1 | |
| Name of Employer/Organisation/Business: | Address: |
| Job title: | Dates from and to: |
| Brief description of job and responsibilities: | Reason for leaving: |
| Job 2 | |
| Name of Employer/Organisation/Business: | Address: |
| Job title: | Dates from and to: |
| Brief description of job and responsibilities: | Reason for leaving: |
| Job 3 | |
| Name of Employer/Organisation/Business: | Address: |
| Job title: | Dates from and to: |
| Brief description of job and responsibilities: | Reason for leaving: |
| Job 4 | |
| Name of Employer/Organisation/Business: | Address: |
| Job title: | Dates from and to: |
| Brief description of job and responsibilities: | Reason for leaving: |
| Job 5 | |
| Name of Employer/Organisation/Business: | Address: |
| Job title: | Dates from and to: |
| Brief description of job and responsibilities: | Reason for leaving: |

|  |
| --- |
| **Education Details**  **Education, Qualifications and Vocational training** |

If you are shortlisted for interview, you will be asked to provide evidence of your qualifications relevant to the role.

**Please start with your most recent qualification(s)**

|  |  |
| --- | --- |
| Qualification 1 | |
| Name of course/Qualifications gained and grades: | Educational establishment: |
| Dates of study: |
| Qualification 2 | |
| Name of course/Qualifications gained and grades: | Educational establishment: |
| Dates of study: |
| Qualification 3 | |
| Name of course/Qualifications gained and grades: | Educational establishment: |
| Dates of study: |
| Qualification 4 | |
| Name of course/Qualifications gained and grades: | Educational establishment: |
| Dates of study: |
| Qualification 5 | |
| Name of course/Qualifications gained and grades: | Educational establishment: |
| Dates of study: |

|  |
| --- |
| **Membership of, or registration with professional bodies** |

|  |  |
| --- | --- |
| Membership 1 | |
| Name of Professional Body: | Level/Type of Membership: |
| Registration Number: | Renewal Date: |
| Membership 2 | |
| Name of Professional Body: | Level/Type of Membership: |
| Registration Number: | Renewal Date: |
| Membership 3 | |
| Name of Professional Body: | Level/Type of Membership: |
| Registration Number: | Renewal Date: |

|  |
| --- |
| **Other Training relevant to the job (e.g. short courses, personal development, special projects)** |

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| --- | --- | --- |
| Date | Title | Any other information |
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| **Supporting Information** |

You must provide clear and concise evidence in this section of how you meet the essential and desirable criteria set out in the person specification.

To demonstrate you meet the criteria you may wish to tell us about relevant things you have been responsible for or involved in, what you have achieved, or any feedback given. You can include examples from paid or unpaid work or other activities you have undertaken in your personal life that are relevant to the job you are applying for.

It is only information contained in this application which will decide whether you are shortlisted for interview (unless documents have been specifically requested in the recruitment information). Any additional information provided where this is not required will be disregarded.

If you consider that you have a disability as defined by the Equality Act 2010 (please see Appendix 2) and you provide evidence in your supporting information that you meet the minimum (essential) criteria for the job you will be invited to interview.

Please write a maximum of 500 words

**AI usage declaration:**

We value transparency and honesty in the application process. If you have used any Artificial intelligence (AI) tools (e.g. ChatGPT, Grammarly or similar) to assist with in creating or editing your application materials please provide the following details:

|  |  |
| --- | --- |
| Tool(s) used: |  |
|  |  |
| Purpose: |  |
|  |  |
| Please write your supporting information in the space provided here | |
|  | |
| **References** | |

References will be required before an offer of employment can be confirmed.

Please do not include friends or relatives as referees, these will not be accepted and will delay the recruitment process.

**First Referee:** Your first referee must be connected with your current or most recent employment/ period of self-employment/work experience/voluntary work e.g. your manager, supervisor or a main contractor.

**Second Referee:** A suitable second referee would be a previous employer, business associate or leader/organiser of a voluntary organisation.

If you are applying for a job working with children, young people or vulnerable adults, and you are either currently working/volunteering with the relevant group or have done so in the past, one referee will need to be that employer/organisation.

**Referee 1 details:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Referee type \* | | | | | |
| Academic |  | Current Employer |  | Previous Employer |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title \* | | | | | | | | | | | |
| Mr |  | Mrs |  | Ms |  | Miss |  | Mx |  | Other |  |

|  |  |
| --- | --- |
| If other, please state |  |

|  |  |
| --- | --- |
| First Name \* |  |

|  |  |
| --- | --- |
| Surname \* |  |

|  |  |
| --- | --- |
| Organisation \* |  |

|  |  |
| --- | --- |
| Position Held \* |  |

|  |  |
| --- | --- |
| Business Email Address \* |  |

|  |  |
| --- | --- |
| Address in full \* |  |

|  |  |
| --- | --- |
| Postcode \* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Can we contact them before interview? | Yes |  | No |  |
|  |  |
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|  |  |
| --- | --- |
| Telephone number \* |  |

**Referee 2 details:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Referee type \* | | | | | |
| Academic |  | Current Employer |  | Previous Employer |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title \* | | | | | | | | | | | |
| Mr |  | Mrs |  | Ms |  | Miss |  | Mx |  | Other |  |

|  |  |
| --- | --- |
| If other, please state |  |

|  |  |
| --- | --- |
| First Name \* |  |

|  |  |
| --- | --- |
| Surname \* |  |

|  |  |
| --- | --- |
| Organisation \* |  |

|  |  |
| --- | --- |
| Position Held \* |  |

|  |  |
| --- | --- |
| Business Email Address \* |  |

|  |  |
| --- | --- |
| Address in full \* |  |

|  |  |
| --- | --- |
| Postcode \* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Can we contact them before interview? | Yes |  | No |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Telephone number \* |  |

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| --- |
| **Arrangements for people with disabilities** |

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| --- | --- | --- | --- | --- |
| Do you consider that you have a disability as defined by the Equality Act 2010 \* (see Appendix 2) | Yes |  | No |  |
|  |  |
|  |  |

If you are shortlisted for interview, you will have the opportunity to advise us of any reasonable adjustments needed for you to participate effectively in the selection process.

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| --- |
| **Asylum and Immigration Act 1996** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you require a visa to work or study in the UK? \* | Yes |  | No |  |

For further information on the visa requirements to work in the uk see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

|  |
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| **Criminal Convictions** |

**Disclosure of Criminal Convictions and Rehabilitation of Offenders Act 1974 and Barred List Checks**

The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to the receipt of a satisfactory disclosure from the Disclosure and Barring Service (DBS). Where a post meets the eligibility criteria under the protection of Freedoms Act 2012 for an Enhanced check for regulated activity, this check will be required. An Enhanced DBS check will be required where the criteria of Schedule 4 under the Safeguarding and Vulnerable Groups Act 2006 is met.

Where jobs are exempt from the Rehabilitation of Offenders Act 1974 all cautions and bind overs, including those regarded as ‘spent’, must be declared. However, the presence of a criminal record will not necessarily prevent employment with Healthwatch Norfolk.

Please make the following declaration and tick the appropriate box.

|  |  |  |
| --- | --- | --- |
| I have read the statement about the policy on convictions \* | Yes |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I have information to declare \* | Yes |  | No |  |

If yes, please provide the date(s) and the detail of the criminal conviction(s) on Appendix 4. Place this in a separate envelope to your application form and write your name, post you are applying for and job reference number on the envelope before attaching it to your application form (if you are applying by post). If you are returning your application by email, please send it to [Judith.Sharpe@healthwatchnorfolk.co.uk](mailto:Judith.Sharpe@healthwatchnorfolk.co.uk).

Please note, where you are providing additional detail, the information will not be provided to the recruiting manager before the shortlisting stage. The information will only be considered if relevant to the job.

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| **Declarations** |

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise individuals involved in the recruitment process on behalf of Healthwatch Norfolk to make any appropriate checks which may be necessary in relation to the job I have applied for.

False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.

|  |  |  |
| --- | --- | --- |
| I have read and confirm my agreement to the above declarations \* | Yes |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |