



Application for Employment

- Please complete this form in **black** ink
- Please complete all sections.
If any question does not apply to you, please write 'Not applicable' or 'N/A'.
- Please ensure that any additional sheets provided are attached securely to this form, and clearly indicate to which section of the application form they apply.
- CVs can be attached and sent with a **fully** completed application form.
CVs on their own will not be accepted.

Post applying for

Please specify

Where did you see this job advertised?

1. Personal Details [Please use block capitals]

Title [Dr / Mr / Mrs / Miss / Ms]

Forenames

Surname

Address

Postcode

Telephone Number [Home]

Mobile Number

Email

Preferred contact method

2. Present & Previous Employment - for the last 10 years [Present / most recent first]

Job Title	Name & Address of Employer	From	To	Salary	Notice Required
Key Responsibilities					
Reason for Leaving					

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3. Education / Qualifications and Training Courses

School / College / University / Training Provider	Qualifications	Dates	Grades

4. Health

Number of days where you have been off sick during the last 12 months

Please list number of separate occurrences of illness in the last 12 months

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5. Statement in support of your application

- Please explain why you are applying for this role and why you are suitable for the position, by providing evidence through examples of your most relevant experiences, using any competencies which best illustrate your suitability for the post and Devon Doctors.
- Please give details of relevant experience which may have been gained inside or outside of work.

6. Other Information

Do you hold a clean driving licence?	Yes		No	
Transport links to our bases during the out-of-hours period can be spasmodic; therefore do you have access to transport to enable you to attend bases in order to undertake the full range of potentially available shifts i.e. nights / weekends and evenings?	Yes		No	
Are you related to or know any Board member or Employee within the Company?	Yes		No	
Please give details if 'Yes'				
Have you previously worked for the Company or one of its predecessor organisations?	Yes		No	
If yes, please give start and finish dates				
Position held				
Do you require a work permit to take up work within the UK?	Yes		No	

7. Rehabilitation of Ex-Offenders Act

- I confirm that to the best of my knowledge the details supplied are correct. I understand that the post applied for is not protected by the Rehabilitation of Offenders Act 1974 and that I must disclose all information about all criminal convictions, (if any), no matter when they occurred. I accept that the failure to disclose all previous convictions could lead to an offer of employment being withdrawn or employment being terminated.
- If successful in your application, we will require a Disclosure from you to cover the Criminal Record Bureau requirements.

Have you ever been convicted of a criminal offence?	Yes		No	
Have you ever received a formal Police caution or appeared before a court martial or been bound over by a court?	Yes		No	
If you have answered yes to any of the above, please give details				

8. Equality & Diversity

- Devon Doctors welcomes applications from people with disabilities and will guarantee an interview to all disabled candidates who demonstrate they meet the essential requirements of the post.
- The information requested below will help us to ensure that disabled candidates have fair and equal access to recruitment opportunities and that we fulfil our obligations under the Equality Act 2010.

Do you consider yourself to have a disability?	Yes		No	
If yes, and you are selected for interview, would you welcome a pre-interview discussion to identify any requirements you may have?	Yes		No	
Would the provision of any aids or reasonable adjustments assist you in carrying out the duties of the post? [If yes, this will be discussed with you at interview]	Yes		No	

9. Referees [Please provide two references from Present and Previous Employers]

Name				
Company		Position		
Address				
		Postcode		
Telephone		Email		
Date Left				
May we approach referee if you are called for an interview?	Yes		No	

Name				
Company		Position		
Address				
		Postcode		
Telephone		Email		
Date Left				
May we approach referee if you are called for an interview?	Yes		No	

10. Declaration

The information given throughout this application is accurate.

Signature		Date	
Name [Please Print]			

Return your completed application form to:

Human Resources Department
Devon Doctors Ltd
Suite 1 Osprey House
Osprey Road
Sowton Industrial Estate
Exeter EX2 7WN

11. Recruitment Monitoring Information

- Our vision is to be an organisation consistently delivering an improving quality of life for all - our clients and staff. To help us achieve this, Devon Doctors is committed to a policy of Equal Opportunity in employment. Applications are welcomed from eligible candidates irrespective of age, race, colour, nationality, ethnic origin, disability, gender, marital status, sexual orientation or religion.
- To measure the effectiveness of our Equal Opportunities Policy we need to monitor applicants and employees so that we can review our selection criteria and procedures and ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.
- For this reason we have asked you to provide the information requested on this form. The information will be recorded confidentially on our HR systems and will not be referred to during the selection process. If you are successfully appointed to the post, it will be used to update our HR/Payroll records to support workforce planning.
- Once completed please return the questionnaire, with your application form, to Human Resources.

Thank you for your cooperation.