



## East Anglia Emergency Medical Services

# APPLICATION FOR EMPLOYMENT



### GUIDANCE FOR COMPLETION

Please complete this form clearly in black ink in your own handwriting. Please do not submit a curriculum vitae at this stage unless requested to do so in the vacancy advertisement. You must ensure that ALL sections of this form are completed FULLY, continuing on separate sheets where necessary.

Please return your completed form: East Anglia EMS, 68 Selwyn Close, Mildenhall, Suffolk, IP28 7QB

### POST APPLIED FOR

Title: \_\_\_\_\_ Closing date: \_\_\_\_\_

### PERSONAL DETAILS

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

Forenames: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post code: \_\_\_\_\_

Maiden name: \_\_\_\_\_ Tel. no. (work): \_\_\_\_\_

Tel. no. (home): \_\_\_\_\_ Tel. no. (mobile): \_\_\_\_\_

National Insurance no: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Do you require a work permit: Yes  No

### DRIVING DETAILS

Do you have a current driving license: Yes  No  Year passed Test:

If yes, for which classes: \_\_\_\_\_

Do you have any driving convictions (Please note that a driving conviction will not necessarily prevent you from being considered): Yes  No

If yes please give details: \_\_\_\_\_

**PROFESSIONAL MEMBERSHIP** Provide details of any professional bodies of which you are a member. You MUST include copies of your Certificates (HPC/IHCD/EMT/NMC)

Organisation: \_\_\_\_\_

Registration no.: \_\_\_\_\_ Type of membership: \_\_\_\_\_

## EMPLOYMENT HISTORY

### PRESENT OR MOST RECENT EMPLOYMENT

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Nature Of Business: \_\_\_\_\_

Tel. no.: \_\_\_\_\_ Notice Period: \_\_\_\_\_

Post held: \_\_\_\_\_ Reasons for leaving: \_\_\_\_\_

### PREVIOUS EMPLOYMENT (over the last 10 years)

Dates (From-To)	Employer Name and Address	Post Held	Salary	Reason for Change

### EDUCATION AND TRAINING

Provide details of educational/professional qualifications relevant to the job for which you are applying.

Date Obtained	Qualification e.g. GCE/GCSE/CSE	Subject e.g. English, Maths	Where studied	Grade e.g. A,B,C etc.

## PERSONAL STATEMENT

You should state how you meet the job requirements detailed in the person specification including a brief description of relevant experience to date.

Your knowledge, skills or abilities may have been gained in a variety of ways e.g. work experience, spare time activities, domestic circumstances. (Continue on a spare sheet(s) if necessary)

## HEALTH RECORD

Please indicate your non attendance record (exc. Annual leave) over the last 2 years.

\_\_\_\_\_ Days      \_\_\_\_\_ Episodes

Reasons for above absences in as much detail as you can recollect: \_\_\_\_\_

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## REFEREES

Provide details of two persons who we can contact for a reference in relation to your ability to do the job for which you are applying. One reference must be your present or most recent employer.

### REFEREE 1

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Organisation address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel. no. \_\_\_\_\_ Relationship: \_\_\_\_\_

May we approach this referee prior to offer you employment? Yes  No

### REFEREE 2

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Organisation address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Tel. no. \_\_\_\_\_ Relationship: \_\_\_\_\_

May we approach this referee prior to interview? Yes  No

## CRIMINAL CONVICTIONS

You are advised that this position is exempt from the provisions of section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975. You are not entitled to withhold information about any criminal convictions which for other purposes are “spent” under the provisions of the Act.

Have you ever been convicted of a criminal offense or received a caution? Yes  No

If yes, please give dates and nature of conviction / caution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Should your application be successful, a Disclosure (of criminal record) will be requested.

A criminal record will not necessarily be a bar to obtaining a post.

## DECLARATION

I confirm that the information I have given is true and complete. I understand that EMS reserves the right to withdraw any offer of employment or to terminate any employment already commenced if this is later found not to be the case.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_