

Application Form

Application for employment as **CLERK TO RESEARCH TEAM**

Please complete this form and submit with a copy of your CV, which must include employment history by month and not year. You are also required to provide two references and to complete the self-declaration form which is also available on our website www.windrushmedicalpractice.co.uk

LAST NAME:
FIRST NAME:
PREFERRED NAME/KNOWN AS:
ADDRESS:
HOME TEL NO:
MOBILE TEL NO:
EMAIL:

Please enter below details of education and training

EDUCATION	TRAINING

Please provide details of your **current or last** employment

NAME OF EMPLOYER:	
ADDRESS:	
JOB TITLE:	
DUTIES:	
RATE OF PAY:	
DATE EMPLOYED FROM:	TO:
REASON FOR LEAVING:	

Please provide information on your **previous** employment history by **MONTH**

NAME OF EMPLOYER:	
ADDRESS:	
JOB TITLE:	
DUTIES:	
RATE OF PAY:	
DATE EMPLOYED FROM:	TO:
REASON FOR LEAVING:	

Previous employer (2)

NAME OF EMPLOYER:	
ADDRESS:	
JOB TITLE:	
DUTIES:	
RATE OF PAY:	
DATE EMPLOYED FROM:	TO:
REASON FOR LEAVING:	

Previous employer (3)

NAME OF EMPLOYER:	
ADDRESS:	
JOB TITLE:	
DUTIES:	
RATE OF PAY:	
DATE EMPLOYED FROM:	TO:
REASON FOR LEAVING:	

Should you need further space, please provide this on a separate piece of paper and record here how many extra sheets you have added to this application form.....

Please tell us why you have applied for this post, about other jobs you have done and about the skills you have used or learned in those posts that are relevant.

Can you be flexible in your hours if business needs require?

YES

NO

Please tell us your preferred number of hours per week and working days/times

If you have a disability, please tell us about any adjustments we may need to make in order to assist you at interview

The interviews will be held at Windrush Medical Practice on Thursday 12th September 2024. Please confirm that you are able to attend on this date and if you have a preference for morning or afternoon (although this may not be offered).

When would you be able to start?

Have you ever been convicted of a criminal offence?

YES

NO

Please provide details for two employer references

(your current/last employer and one other employer/voluntary work).

No approach will be made to your present employer before an offer of employment is made to you.

Referee 1	Referee 2
Name	Name
Role	Role
Organisation name	Organisation name
Relationship to you	Relationship to you
Telephone number	Telephone number
Email	Email

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Name:

(Please enter in capitals)

Signature:

Date: