Application Form

**Application for employment as Laboratory and Clerical Assistant**

**to the Ressearch 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](http://www.windrushmedicalpractice.co.uk)

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| SURNAME:  |
| FIRST NAME:  |
| OTHER NAMES: |
| ADDRESS: |
| HOME TEL NO: |
| MOBILE TEL NO: |
| EMAIL: |

Please enter below details of education and training

|  |  |
| --- | --- |
| EDUCATION | TRAINING |
|  |  |

Please provide details of your **current** employment

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| 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**

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

Previous employer (2)

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

Previous employer (3)

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| --- |
| 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

Please review the Person Specification and Job Description and tell us why you have applied for this post, about other jobs you have done and about the skills and experiences you have that are relevant to the advertised role.

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Please tell us what is your perception of Patient Confidentiality?

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Please tell us where you found the advert for this position?

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

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We are planning to interview shortlisted candidates in w/c 8th September 2025 onwards. Please tell us of any dates or days that you are unavailable that week.

Whilst there is some flexibility in the working week, the role will require onsite working sometimes into the late afternoon e.g. when clinics require laboratory support, or sample shipments are awaiting courier collection, up to 6pm.

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

YES

NO

When would you be able to start?

YES

NO

(Declaration subject to the Rehabilitation of Offenders Act 1974)

Have you ever been convicted of a criminal offence?

Would you be willing to participate in a telephone interview? YES NO

*Should you not have enough space to provide all your information please present this on a separate piece of paper.*

Please provide details for two employer references

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

|  |  |
| --- | --- |
| Reference 1 | Reference 2 |
|  |  |

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: