**APPLICATION FORM: NON-CLINICAL**

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| --- | --- |
| Title of role applied for:  |  |
| Where did you hear about this role? |  |
| Have you applied for a role at Blue Smile before? If ‘Yes’, please give details. |  |
| 1 PERSONAL DETAILS |
| Surname: |  | Former surname: |  |
| First name(s): |  |
| Address: | Tel (home): |  |
|  | Tel (mobile): |  |
| Email: |  |
| Preferred contact method: |  |  |

**2 EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**(Original documents may be required. For school qualifications, please just give number and level, e.g. 5 GCSEs A,B,B,B,C.)

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary School / College / University | Dates | Examinations taken | Result |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
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| Professional qualifications currently held, grade and dates: |
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| Other relevant education or training courses, with dates: |
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**3 PRESENT POST**

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| Title of post: |  |
| Name of employer: |  |
| Address: | Salary: |  |
|  | Employer’s business: |  |
| Start date: |  |
| Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable): |
|  |
| Reason for leaving or wishing to leave: |  |
| Period of notice required to terminate present employment: |  |
| Please tell us of any dates you are unavailable for interview: |  |
| **4 PREVIOUS EMPLOYMENT** (Please use continuation sheet if necessary.) |
| Name of employer: |  | Position held: |   |
| Address: |  |
| Start date: |  | End date: |  |
| Reason for leaving: |  | Final grade/salary: |  |
| Description of duties: |
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|  |  |  |  |
| --- | --- | --- | --- |
| Name of employer: |  | Position held: |   |
| Address: |  |
| Start date: |  | End date: |  |
| Reason for leaving: |  | Final grade/salary: |  |
| Description of duties: |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of employer: |  | Position held: |   |
| Address: |  |
| Start date: |  | End date: |  |
| Reason for leaving: |  | Final grade/salary: |  |
| Description of duties: |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of employer: |  | Position held: |   |
| Address: |  |
| Start date: |  | End date: |  |
| Reason for leaving: |  | Final grade/salary: |  |
| Description of duties: |
|  |

**5 RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE**

This information is used in the shortlisting of candidates for interview. Using the role description, please give details of how your skills and experience meet the requirements of this post.

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**6 YOUR REASONS FOR APPLYING FOR THIS JOB**

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**7 YOUR INTERESTS OUTSIDE WORK**

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| **8 DRIVING** |
| Do you hold a current driving licence? | Yes | No |
| Do you have access to a car? | Yes | No |

**9 DISABILITIES**

|  |  |  |
| --- | --- | --- |
| If selected for interview, do you require any special arrangements to be made on account of a disability? | Yes | No |
| If ‘Yes’, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010: |
|   |

**10 DISCLOSURE AND BARRING SERVICE (DBS) CHECKS**

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| This post may be subject to DBS checks. If this is the case, it will be indicated on the role description. If the post is subject to disclosure, and the disclosure reveals something that does not meet the requirements of the role, any offer of employment or placement will be withdrawn.  |
| Do you hold a current DBS check? (Original documents will be required) | Yes | No |
| If yes, please indicate the level of DBS check held? |  |  |
| **11 References** (The first reference should be from your present or most recent employer.)Please provide the names of two referees. The first should be from your current or most recent employer. |
| Title: |  | Title: |  |
| Full name: |  | Full name: |  |
| Job title: |  | Job title: |  |
| Organisation: |  | Organisation: |  |
| Relationship to Applicant: |  | Relationship to Applicant: |  |
| Address: |  | Address: |  |
|   |  |
| Tel no: |  | Tel no: |  |
| Email: |  | Email: |  |
| May we obtain this reference prior to interview? | Yes | No | May we obtain this reference prior to interview? | Yes | No |

**12 Declaration** (Right to work questions only apply to paid employment.)

|  |  |  |
| --- | --- | --- |
| Do you have the right to work in the UK? (Original right to work documentation will be required) | Yes | No |
| Do you need a work permit to be employed in the UK? (Original documentation will be required). | Yes | No |
| If you already have a work permit, when does it expire?(Please note that your current work permit may not be valid for this post.) |  |

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| * I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form, this will be sufficient grounds for terminating my employment or placement.
* I authorise Blue Smile to make any appropriate checks necessary in relation to the role I am applying for.
* I agree that personal data obtained by Blue Smile relating to this application and the data provided on this form may be held and processed by Blue Smile on computer or in manual records. Blue Smile may use it for any purpose relating to this application. I give permission for the storage and processing of personal information by Blue Smile in line with it’s Data Protection Policy and Procedures.
* I confirm that I have completed and returned the relevant Criminal Record Declaration form.
 |
| Signature: (May be typed) |   |
| Name: |   | Date: |   |

Please send your completed application form and your criminal record declaration form to:vicki.osborne@bluesmile.org.uk.

Or you may return your form to: Vicki Osborne, Clinical Administration & Recruitment Manager, Blue Smile, 47-51 Norfolk Street, Cambridge CB1 2LD.