



**CLARE PHARMACY**

## APPLICATION FOR EMPLOYMENT

Application for the post of \_\_\_\_\_

### Recruitment policy

It is our policy to consider all applications on the basis of merit and ability, irrespective of any protected characteristics as defined by the Equality Act 2010 or offending background (subject to the relevance of the position).

### Data protection

The information you give is covered by the Data Protection Act. Information will be kept confidential and will be used only for the purpose of assessing your suitability for the post you are applying for.

Please complete this form accurately and thoroughly to provide yourself with the best chance of obtaining an interview. Information may be added to a separate sheet where necessary.

Please return your completed application form to:

**Mrs P. Smith**  
**Clare Pharmacy**  
**31 High Street**  
**Clare**  
**Sudbury**  
**Suffolk. CO10 8NH**  
OR  
**hr@clarepharmacy.co.uk**

### Personal details

Surname or Family Name \_\_\_\_\_

Forename(s) \_\_\_\_\_

Title **Mr/Mrs/Miss/Ms/ Dr/ Other** \_\_\_\_\_  
(for address purposes)

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel No (Home) \_\_\_\_\_

Tel No (Mobile) \_\_\_\_\_

Email \_\_\_\_\_

**Health**

Is there anything we need to know about your health in order to offer you a fair selection interview?

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*Please use a separate sheet if necessary*

**Prevention of illegal working**

The Immigration Asylum and Nationality Act makes it a criminal offence for us to employ a person who is subject to immigration control. All new employees are required to produce a document showing that they have the right to remain and work in the UK.

For example:

- A passport showing that the holder is a British citizen (or has a right of abode in the UK) or
- A national of a EEA country or Switzerland, or,
- A passport or other travel document issued by the Home Office or Border and Immigration Agency endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom or has no time limit on their stay.

Can you produce one of these documents? Yes  No   
*If no, please contact us for information about alternative documents that can be supplied.*

**Rehabilitation of Offenders Act 1974**

Please give details of any conviction which is not excluded by the Rehabilitation of Offenders Act 1974.

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*Please contact us if you require more information on this matter.*

## Education

Please give details of your secondary and further education history. If you have any other experience or skills that you consider relevant to your application e.g. voluntary work, leisure interests etc, please give details:

| School and Colleges attended |            |          |                     |
|------------------------------|------------|----------|---------------------|
| Name of School/College       | Dates from | Dates to | Examination results |
|                              |            |          |                     |

## Professional memberships

If you are a member of any professional/technical body, please indicate your grade of membership. If membership is by examination, please give the date of the examination.

| Occupational Qualifications/Institute/Membership |               |               |
|--|---------------|---------------|
| Name of Institute/Organisation                   | Qualification | Date achieved |
|  |               |               |

## Employment history

Please list names and addresses of previous employers (most recent first) and account for any gaps in employment. If you have had no permanent employment please give details of any temporary work.

### Name & Address of Present/Most Recent Employer:

Employed from \_\_\_\_\_ to \_\_\_\_\_  
Job Title/Post \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

### Name & Address of Previous Employers:

Employed from \_\_\_\_\_ to \_\_\_\_\_  
Job Title/Post \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_  
Job Title/Post \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_  
Job Title/Post \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_  
Job Title/Post \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**Statement in support of your application**

Please give details of your knowledge, skills, experience and any other information that you consider relevant to support your application for this position. The information you provide in this section will be used in the selection process.

## References

Please give the name and address of two persons from whom we may seek a reference. One Referee must be your present or last employer (if applicable). All offers of employment are subject to satisfactory references being obtained. It is our policy to seek references only when an offer of employment is made.

### Referee 1 \*Professional/Personal reference *(please delete as appropriate)*

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel No (Home) \_\_\_\_\_

### Referee 2 \*Professional/Personal reference *(please delete as appropriate)*

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel No (Home) \_\_\_\_\_

## Declaration

**I declare that the information that I have given in this application form is true and complete. I understand that if I have knowingly provided false information, or withheld information relevant to this application, any offer of employment may be withdrawn or I may be dismissed from any post gained as a result.**

Signed \_\_\_\_\_

Date \_\_\_\_\_