**CONFIDENTIAL** Application Form

Please type or write in black ink as this form will be photocopied

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**Application form**

**Guidance notes and monitoring data**

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| **Guidance notes**  This form has been designed with the aim of giving you, as a candidate for employment with HQIP, the best opportunity to present your skills and abilities. Before filling it out you should read any material we have sent you and consult our website.  **Key points in filling out the form**  Use black ink  Write clearly  Use only the spaces provided  Do not attach additional sheets  Complete and return the Equal Opportunities Monitoring form via email as a separate attachment.  Complete and return Declaration of Interest form together with the application form.  **Health/disability information**  Health information is requested in the body of this form. Please record matters of direct relevance to the job applied for on the form. If any condition or disability does **not** have relevance to the work, mention it **only** in the monitoring section.  **Submitting your application**  Electronic applications will be accepted. Please email to [Recruitment@hqip.org.uk](mailto:Recruitment@hqip.org.uk)  Alternatively your application can be posted to the following address:  Recruitment  Healthcare Quality Improvement Partnership  Dawson House, 5 Jewry Street  EC3N 2EX |

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| --- | --- | --- | --- | --- |
|  | | | **Post applied for:.....................** | |
| **Application form** | | | | | |
| Personal details | | | | | |
|  | Title | Surname | | First name(s) (underline the one you are known by) | | |  |
|  |  |  | |  | | |  |
|  | Home address |  | | | | |
|  | Post code |  | | | | |
|  | Telephone  Mobile |  | | | | |
|  | E-mail |  | | | | |
|  | Do you need a work permit for permanent employment in the UK (delete as appropriate)? YES NO  If yes, do you have one (delete as appropriate)? YES NO  If yes, when does it expire? ....................................  **Availability**   |  |  | | --- | --- | | If appointed, when would you be able to start? | Are there any dates or times when you would **NOT** be available for interview? | | | | | | |  |

# Education: professional, postgraduate, first degree, diploma

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please list all **degrees/diplomas/professional qualifications etc** held or currently studied for, whether at first degree or postgraduate level. **List most recent first** and give all results known whatever the outcome. | | | | |
| From - To  Month / year | | Higher education  institution | Award and title of ward  (HND/Degree/Dipl/MSc/PhD etc)  List main subjects below title | Results  (expected/awarded) |
|  |  |  |  |  |

# Education: prior to higher education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please list **date (year) / qualification / subjects (grade)** of all of the highest level examinations that qualified you for your Higher Education course(s) (A/AS Levels/Scottish Higher/Irish Leaving/Access/GNVQ/ Baccalaureate etc).  Include all examinations taken at this level whatever the outcome. | | | | |
| Number of GCSE / Standard  Grade passes (Grade C & above) | Date(s)  gained | Grade for  Maths | Grade for  English language | Number of A/A\* grades |
|  |  |  |  |  |

# Current role (if any)

Organisation ..........................................................

From (month/year) .................................................

Job title and salary ...............................................

|  |
| --- |
| Responsibilities |

Reason for wanting to leave ...............................................................................

Notice required .................................................

# Previous employment and work experience (most recent first)

| From - To  (month/year) | | Employer | Job title | Salary | Reason for leaving |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

# Personal Interests and Achievements

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| --- |
| Use the space below to describe **with dates (year)** any spare-time activities. Include organising, leading or group activities. Those requiring initiative, creativity or giving intellectual development are also of interest. |

# Specific Evidence

The following questions are designed to encourage you to provide evidence of specific abilities. Your examples should be taken from your work, voluntary or educational experience

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| --- |
| **Planning, implementation and achieving results:**  Describe a challenging project, activity or event which you have planned and taken through to a conclusion. Include your objective, what you did, any changes you made to your plan and state how you measured your success. |

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| **Influencing, communication and teamwork:**  Describe how you have achieved a goal through influencing the actions or opinions of others (perhaps in a team context). What were the circumstances? What did you do to make a difference? How do you know the result was satisfactory?  **Analysis, problem solving and creative thinking:**  Describe a difficult problem that you have solved. State how you decided which were the critical issues. Say what you did and what your solution was. What other approaches could you have taken? |

# Supporting statement

|  |
| --- |
| Please write here any additional information about your work, experience, competence or skills, not covered elsewhere, which will strengthen your application. Expand the box to supply up to two pages of text (if submitting a paper copy please attach additional pages). |

# Specific skills

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| --- |
| 1. Specify your experience with any generic computer packages or if relevant programming languages (limited / working knowledge / extensive). 2. Indicate any other specific relevant skills). |

# Health declaration

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| Please give details of any health matters of relevance to the work applied for. |

# Referees

Please describe the nature of your relationship with any referee cited. If you do not disclose a personal relationship this could be grounds for legal action or dismissal if subsequently appointed

|  |  |
| --- | --- |
| **Most recent employer** | **Other referee** |
| Name | Name |
| Position | Position |
| Address | Address |
| Telephone | Telephone |
| Email | Email |

# Special Requirements

|  |  |  |
| --- | --- | --- |
| Do you have any special requirements if you are invited to attend an interview? | | YES NO |
| If yes, please give details |  | |

**Where did you hear of us or see an advertisement for this post?**

HQIP website.......................................................................................................

HQIP social media (please specify platform)………………………………………...

Other website.......................................................................................................

Newspaper/Journal Advertisement (please specify)............................................

Email bulletin sent by HQIP.................................................................................

Through another organisation or network (please specify)..............................