



# Role Application Form

Please email [HR@rcm.org.uk](mailto:HR@rcm.org.uk) if you require an accessible format of application form.

<b>Please complete and return to <a href="mailto:HR@rcm.org.uk">HR@rcm.org.uk</a> or Human Resources at the above address.</b>		
Role applied for :		Where did you see this role advertised:
<b>Your personal details</b>		
Forenames		Surname
Address		
Email address		
Contact number	If appointed, how soon can you start work?	
Do you need a work permit for employment in the United Kingdom? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please specify which type of work permit and expiry date:		
Please note that we are required to carry out document checks for any prospective employees.		
If you have a disability, please indicate whether you would need any arrangements to be made if you were invited to a selection test and interview. Please contact the HR on 0300 303 0444 for any queries.		
<b>Present (or last) employment</b>		
Name and address of employer		
Job held	Date appointed	Date left
Reason for leaving	Present or last salary	
Brief description of duties		

**Previous employment history (most recent first, continue on a separate sheet if needed)**

From	To	Employer and job title	Duties and reasons for leaving

**Education**

Please give details of your secondary and higher education, starting with the most recent results (please continue on a separate sheet if necessary).

School/College/University	Dates		Subjects/qualifications/results
	From	To	

**Other qualifications/training**

Please list any other training, short courses or professional qualifications you have undertaken.

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## Supporting statement

Please use this space, and a continuation sheet if necessary, to:

- Describe how your experience, skills, knowledge and education and training meet the person specification and are relevant to the job description including experiences outside of work;
- Say why you are applying for the job; and
- Provide any other information that is relevant to your application.

## Additional information

Please give any additional information that may be relevant for this application, such as the dates of forthcoming holidays when you cannot be contacted.

## References

Please give the names and addresses of two people willing to support your application, one of whom should be your present or last employer. If you have been out of paid employment for some time, or this would be your first job, you may give people who know you well as referees, one of whom could be someone who has taught you. Referees are not usually contacted until a preliminary job offer has been made, and will not be contacted without your consent.

Name

Position

Name of Organisation and address

Telephone no/Email

How do you know this referee?

Name

Position

Name of Organisation and address

Telephone No/ Email

How do you know this referee?

Please note that we will contact your referees at offer stage.

## Data protection statement

The information in this Application Form will be held securely both manually and on the RCM's computerised HR database and will only be divulged to necessary staff members for the purpose of the recruitment and selection process. Information on the successful candidate will be held for up to 10 years following employment. Information on unsuccessful candidates will be held for up to 6 months. We reserve the right to verify the information you have provided and seek information from other sources. The above rules have been assessed in line with the General Data Protection Regulations 2018. You can find the RCM's privacy policy relating to your rights regarding how we handle your data here: <https://www.rcm.org.uk/rcm-privacy-policy>. The information on the Equal Opportunities Monitoring Form will only be used for monitoring our equal opportunities policy. Any information required for statistical analysis will be used anonymously.

## Declaration

I declare that all the information given in this application is, to the best of my knowledge, complete and correct.

I understand that if I am employed and any of the information I have provided is false, my Contract may be terminated.

Signature

Date