****

**APPLICATION FORM: SAS TUTOR POSTS**

**This completed application form along with a statement of support from your Clinical Director (to confirm that the sessional commitment of the SAS Tutor role can be accommodated within your job plan) should be submitted via email to** [**carolyn.evans6@wales.nhs.uk**](mailto:carolyn.evans6@wales.nhs.uk) **by the closing date stated on the job advertisement.**

|  |  |
| --- | --- |
| **VACANCY DETAILS** | |
| **SAS Tutor post being applied for** |  |
| **Post Reference Number** *(see job advertisement)* |  |

|  |  |
| --- | --- |
| **PERSONAL DETAILS** | |
| **Title** |  |
| **Surname** |  |
| **First Name(s)** |  |
| **GMC Number** |  |
| **Email Address** |  |
| **Home Address *(including postcode)*** |  |
| **Personal Telephone Number** |  |
| **Work Telephone Number** |  |
| **Preferred telephone number to be contacted on** | Personal  Work |
| **Health Board/Trust at which you are employed** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATIONS** | | | |
| *Please provide details of your educational and professional qualifications from University onwards in date order (up to 11 with most recent first). Please also indicate subjects currently being studied and the expected year of qualification. In the grade/result column for courses not yet completed, please state ‘in progress’.* | | | |
| **Qualification** | **Grade/Result** | **Awarding organisation** | **Year Achieved** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Please outline any other training that you have undertaken and consider to be relevant to the role. Please include courses in progress or approved for attendance in the near future and the expected date of completion.* | | | |
| **Training undertaken / Course title** | | **Training Provider** | **Duration of training and year completed** |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |

|  |  |  |
| --- | --- | --- |
| **MEMBERSHIP OF PROFESSIONAL BODIES** | | |
| *Please provide details regarding any relevant professional registrations or memberships.* | | |
| **Professional Body** | **Membership / Registration Type and Number** | **Expiry / Renewal Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **EMPLOYMENT HISTORY** | | |
| *Please provide details of your employment history to date starting with your current employment.* | | |
| **Role title and brief description of duties** | **Employer** | **Dates of Employment** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **SUPPORTING INFORMATION** |
| *In this section please give your reasons for applying for this post and additional information which demonstrates that you have read the published person specification and how you meet the essential and (where relevant) desirable criteria for this particular position. This can include relevant skills, knowledge, experience, voluntary activities, training etc.* |
|  |

|  |
| --- |
| **WELSH LANGUAGE** |
| Can you speak and understand spoken Welsh?  Yes  No  A Little |
| Can you read Welsh?  Yes  No  A Little |
| Can you write in Welsh?  Yes  No  A Little |

|  |
| --- |
| **Criminal Convictions - Rehabilitation of Offenders Act 1974** |
| *The Rehabilitation of Offenders Act 1974 (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.*  *The organisation aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. The organisation undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.*  *During the rehabilitation period you are required to declare current 'unspent' criminal convictions or cautions (including reprimands and final warnings). Please note you are not legally obliged to disclose convictions or cautions which are protected or have become 'spent' under the Exceptions Order.*  *As part of assessing your application, organisations will only take into account relevant criminal record and other information declared which is relevant to the position being applied for.*  *Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances.* |
| **Do you have any UNSPENT convictions as outlined in the Rehabilitation of Offenders Act 1974?**  *This includes any unspent convictions that may have been issued in any other country, where it would be an equivalent offence in England and Wales. It also includes all unspent convictions or Summary Hearings that have been issued under military law while serving in the Armed Forces in the UK or any other country, where it would be an equivalent offence in England and Wales. You are not required to disclose any information in relation to convictions that have become SPENT. In these circumstances you should select NO to this question.*  Yes  No  If ‘Yes’, please provide details of the conviction or Summary Hearing including the date and sentence administered |
| **Do you have any UNSPENT cautions, reprimands or final warnings as outlined in the Rehabilitation of Offenders Act 1974?**  This includes any unspent cautions, reprimands or final warnings that may have been issued in any other country, where it would be an equivalent offence in England and Wales. It also includes all unspent cautions that have been issued under military law while serving in the Armed Forces in the UK or any other country, where it would be an equivalent offence in England and Wales. You are not required to disclose any information in relation to cautions, reprimands or final warnings that have become SPENT. In these circumstances you should select NO to this question.  Yes  No  If ‘Yes’, please provide details of provide details of the cautions, reprimands or final warnings including the date and sentence administered |

|  |
| --- |
| **REFERENCES** |
| *Please provide the names and full contact details of two people who have agreed to supply references.*  *Referees will be required to comment on your competence, personal qualities and suitability for the post.*  *Referees may be approached prior to interview, unless you indicate otherwise below.* |
| **Referee 1** |
| **Title:** |
| **Surname:** |
| **First Name(s):** |
| **Referee’s Job Title:** |
| **Referee’s Employer:** |
| **Relationship to you:** |
| **Email address of referee:** |
| **Postal address of referee** *(including postcode):* |
| **Telephone number of referee:** |
| **Can the referee be approached prior to interview?**  Yes  No |
| **Referee 2** |
| **Title:** |
| **Surname:** |
| **First Name(s):** |
| **Referee’s Job Title:** |
| **Referee’s Employer:** |
| **Relationship to you:** |
| **Email address of referee:** |
| **Postal address of referee** *(including postcode):* |
| **Telephone number of referee:** |
| **Can the referee be approached prior to interview?**  Yes  No |

|  |
| --- |
| **JOB PLANNING** |
| *Applications for SAS Tutor roles must be supported by a statement of support (either email or letter) from the applicant’s Clinical Director. Please therefore mark the box below with a cross to confirm that your* *Clinical Director* *has agreed to you having time allocated in your job plan to undertake the SAS Tutor role and that you have included a statement of support from them to confirm this.*  **I confirm that my Clinical Director supports my application for the role of SAS Tutor and has agreed that, should my application be successful, the sessional commitment of the role can be accommodated within my job plan. I have submitted a statement of their support with this application.** |

|  |  |  |
| --- | --- | --- |
| **DECLARATION** | | |
| *Please mark a cross in the box below to confirm the declaration statement.*  **The information that I have provided in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.** | | |
| **Applicant’s signature:** | |  |
| **Applicant’s name:** | |  |
| **Date:** |  | |

***Please complete the Equality and Diversity monitoring questions on the following pages.***

|  |
| --- |
| **EQUAL OPPORTUNITIES** |
| **Equality and Diversity Monitoring** |
| *As a large, public employer HEIW has a legal duty to monitor its recruitment and selection processes to ensure that all applicants are treated fairly.*  *The information that we collect is stored in a secure database and is only used for statutory monitoring purposes. Please note that any monitoring reports produced from the database do not include any data that will link to named individuals. Furthermore, staff involved in shortlisting will not be provided with this part of your application form.*  *There are two exceptions to the above. The first relates to some of the information about disabilities, and this is explained below. The second is that for successful applicants some of the monitoring information may be stored against their staff record. This information is recorded for all of the organisation's employees to ensure that the profile of the staff we employ reflects the community in which we are based.*  *The Equality Act 2010 protects people against discrimination on the grounds of:*   * *their age and sex.* * *their race which includes colour, nationality, ethnic or national origin.* * *their religion or belief, including a lack of any belief.* * *their sexual orientation, be it bisexual, gay, heterosexual and lesbian.*   *The Equality Act 2010 also protects people who are married or in a civil partnership.* |
| **Date of birth:** |
| **Gender:** Choose an item.  **If other please specify:** |
| **Marital status:** Choose an item. |
| **Ethnic origin:** *(please select one from the list below)*  **White**  Welsh/English/Scottish/Northern Irish/British Irish Gypsy or Irish Traveller Any other White background, please describe  **Mixed/Multiple ethnic groups**  White and Black Caribbean White and Black African White and Asian Any other Mixed/Multiple ethnic background, please describe  **Asian/Asian British**  Bangladeshi Pakistani Indian Any other Asian background, please describe  **Black/African/Caribbean/Black British**  African Caribbean Any other Black/African/Caribbean background, please describe  **Other ethnic group**  Chinese Any other ethnic group, please describe  Prefer not to say |
| **Which of the following options best describes how you think of yourself?:** Choose an item.  **If other please specify:** |
| **Please indicate your religion or belief:** Choose an item.  **If other please specify:** |
| **Disability** |
| *The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable.* |
| **According to the definition of disability do you consider yourself to have a disability?**  Yes  No |
| If you answered yes, please identify the category which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one.  Vision (e.g. due to blindness or partial sight)  Hearing (e.g. due to deafness or partial hearing)  Mobility, such as difficulty walking short distances, climbing stairs, lifting and carrying objects  Learning or concentrating or remembering  Mental Health  Stamina or breathing difficulty  Social or behavioural issues (e.g. due to neuro diverse conditions such as Autism, Attention Deficit Disorder or Asperger’s Syndrome)  Other impairment  Prefer not to say  **If other please specify:** |
| **If you have a disability, do you wish to be considered under the Guaranteed Interview Scheme if you meet the minimum criteria as specified in the Personal Specification?**  Yes  No  *Reasonable adjustments will be made available should you be invited to interview.* |
| **MARKETING INFORMATION** |
| How did you learn about this vacancy? |