**Role application form**

Please email [HR@rcm.org.uk](mailto:HR@rcm.org.uk) or call 0300 303 0444 and ask to speak to the HR Team if you require an accessible format of application form or have any queries.

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| **Please complete and return to** [HR@rcm.org.uk](mailto:HR@rcm.org.uk). | | | | | |
| Role applied for :  If the position you are applying for requires a current registration number with NMC please give your NMC pin number below.  NCM pin number: | | | | Where did you see this role advertised: | |
| **Your personal details** | | | |  | |
| 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  No  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 Team on 0300 303 0444 for any queries. | |  | | | |
| **Present (or last) employment** | | |  | | |
| Name and address of employer | | | | | |
| Job held | | | | Date appointed | Date left |
| Reason for leaving | | | | Present or last salary | |
| Brief description of duties | | | | | |
| If you are applying for a part time role, please give details of any other employment (and any set days or working pattern you are already committed to) that you would continue with if you are successful in obtaining this role. | | | | | |

The Royal College of Midwives Application Form

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| **Previous employment history and experience (most recent first, continue on a separate sheet if needed)** | | |
| From To | Employer and job title | Duties, experience gained and reasons for leaving |
|  |  |  |
| **Education and Qualifications** | | |
| Please give details of your education and qualifications, starting with the most recent first. (Please continue on a separate sheet if necessary). | | |
| Dates | | Subject, qualification and result if applicable |
| From | To |  |
| **Other training, short courses, professional membership, or experience** | | |
| Please list any other training, short courses, professional membership, work experience, voluntary work, or other relevant experience you have undertaken. | | |

The Royal College of Midwives Application Form

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| **Supporting statement** |
| Please use this space, and a continuation sheet if necessary, to:  • Say why you are applying for the role  • Describe how your skills, knowledge and experience meet the job description and person  specification including experiences outside of work  • 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. |

The Royal College of Midwives Application Form

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| **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. | | |

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| **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 |