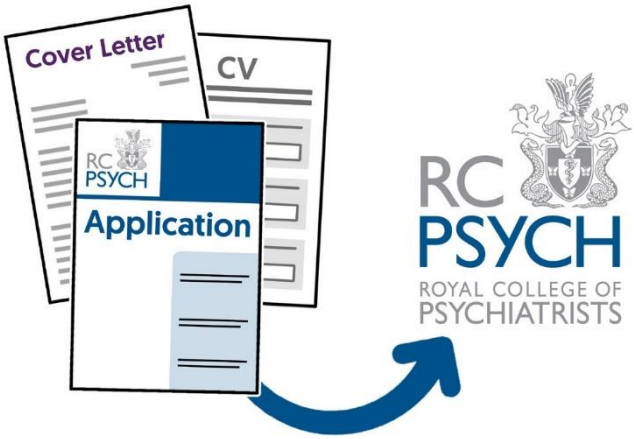
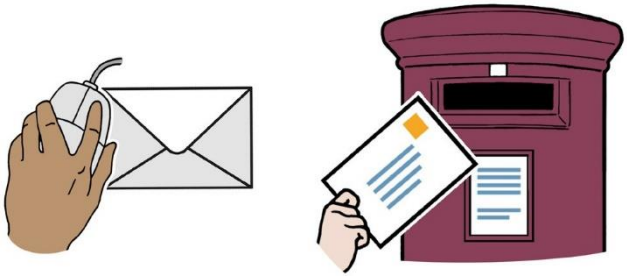
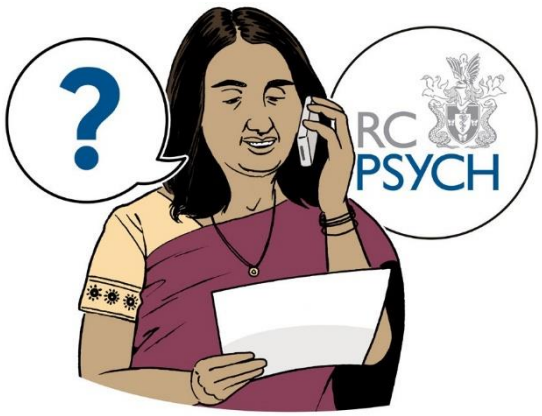
Application form

easy read







Please fill out this form and then send it to us with your cover letter, CV, and diversity monitoring form.

Send them in an email to:

HRrecruitment@rcpsych.ac.uk

Or send by post to:

21 Prescot Street,
London,
E1 8BB

If you have any questions you can call us on:

0208 618 4000

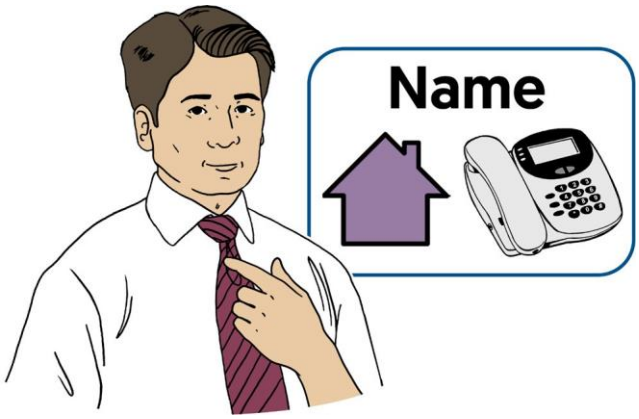
Position applied for



This is the job you are applying to do. This section is filled out by the employer.

Position	Head of Engagement (Maternity Cover) REQ000329
Pay	£59,480 - £66,858 per annum
Length of contract	Fixed term (Maternity Cover) contract until 19 November 2027
Extra information	Chief Executive's Office Department 35 hours per week Location: London Working Pattern: Hybrid

Personal details



Fill in this section with your personal information. It asks for your name, address, and ways to contact you.

Title (Mr/Miss/Mrs/Ms)	
First name	
Last name	
Address	
Postcode	
Mobile phone number	
Home phone number	
Email address	

Employment record



Please fill in this section with details of where you work now. If you do not have a job now you do not need to fill this section in.



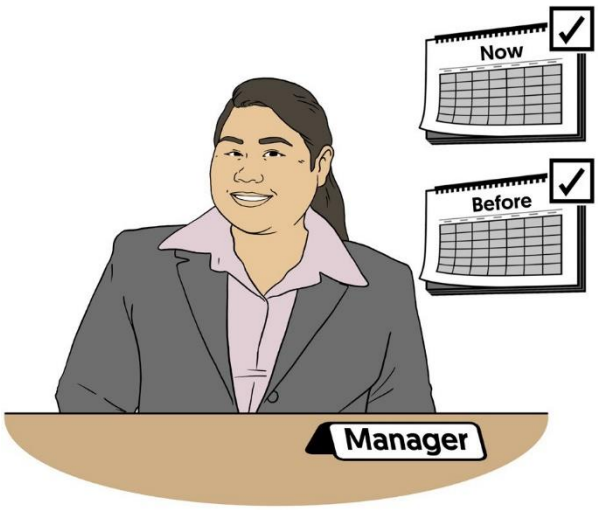
This section asks for your **notice period**. This is the time between telling your employer you want to leave your job and your last day. This is often 2 weeks.

Employer	
My job	
Job address	
Postcode	

Date job started	
Notice period	
Work phone number	
Can we call you at work?	**Yes** ☐ **No** ☐

References





References are the names and contact details of people who know you. They let future employers check you have worked where you said you did and that you are a good employee.

We advise you to put your employer at the job you have now, and from jobs you have had before.



If you have not had a job before you can put someone who knows you, who can give a **personal reference**.



A **personal reference** is when they talk about who you are as a person and your skills.



Your references can not be from anyone you are related to.



We will only contact your references after we have offered you a **conditional offer** and you have agreed to it.



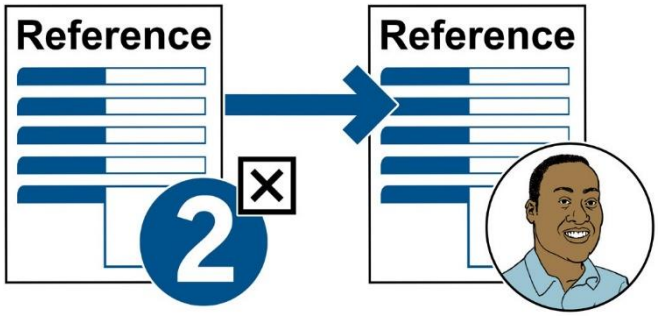
A **conditional offer** means that you will be given the job if the information on your application is true.

Reference 1

Company name	
Name of employer	
My job title	
Company address	
Postcode	
Phone number	
Email address	
Date I started this job	
Date I finished this job	

Reference 2

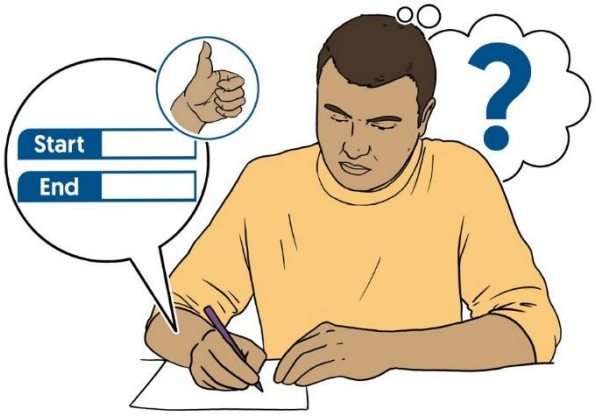
Company name	
Name of employer	
My job title	
Company address	
Postcode	
Phone number	
Email address	
Date I started this job	
Date I finished this job	



Use the next page if you want to give a personal reference. You do not need to do this if you have already given 2 references.

Personal reference

Organisation (if there is one)	
Name of reference	
My relationship to them	
Reference address	
Postcode	
Phone number	
Email address	
Start date (if there is one)	
End date (if there is one)	



If you do not know what to put in the start and end date above that is ok. You can leave them empty.

List any other information you would like us to know that you think would help your application.

Health







Do you have a disability that means you need help at the interview or at work?

These are called **reasonable adjustments** and can be things like having the interview on a ground floor for someone in a wheelchair.

A disability or health problem will not stop you from getting the job. People with disabilities are welcome to apply.



We are part of the **Disability confident employer scheme**. This means that anyone who applies, who has a disability, will get an interview if they meet
the minimum needs for the job.



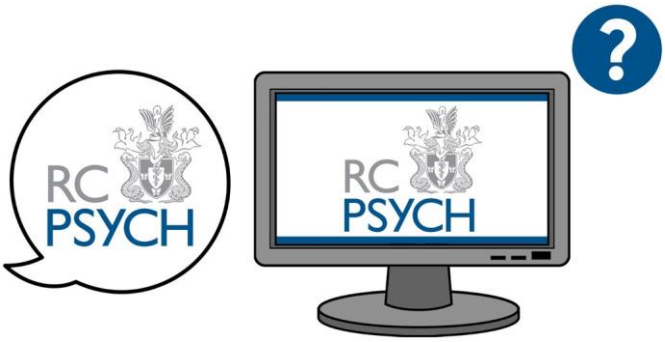
The minimum needs could
be things like having the right work experience or knowledge of the job.



If you have a disability, please
use the box below to tell us about it,
or about any help you may need.

Disability

Questions



Question 1
How did you find out about this job?



Question 2
Have you applied to work with us before?



Question 3

Are you legally allowed to work in the UK?

Yes		No	

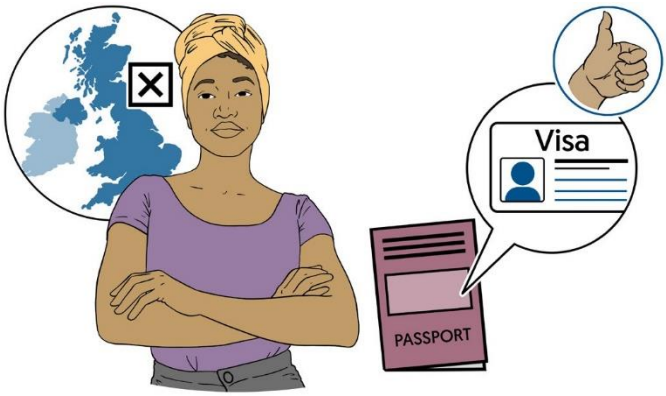


You will be asked to bring evidence of this if you are offered the job.



If you are a British citizen the proof will be things like your passport, birth certificate, or adoption certificate.

If you are not a British citizen you will need to have a **visa**. This is a document from the government that says you are allowed to work in the UK.



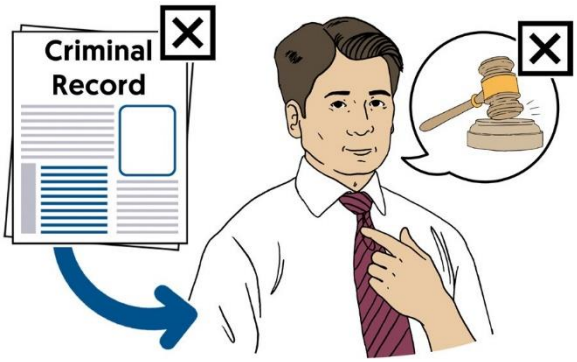
Criminal convictions



This section asks if you have any **convictions**. A **conviction** if when you have been found guilty of a crime.



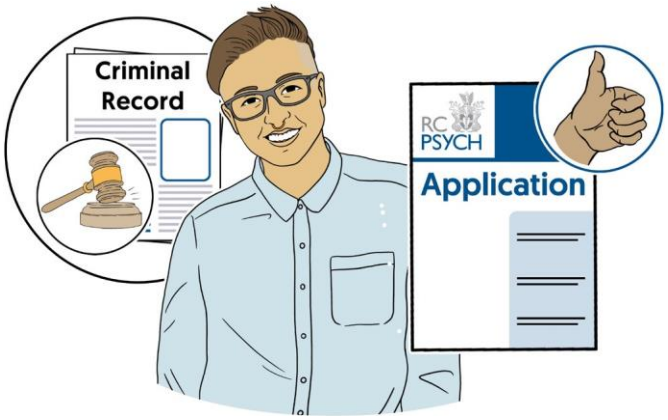
You only need to tell us about convictions that are **not spent**. This means they are still on your criminal record.



Spent convictions are convictions that are no longer on your criminal record. You do not need to tell us about these.

The time between being convicted and the conviction being spent is decided by
a set of rules called **the Rehabilitation of Offenders Act 1974**.

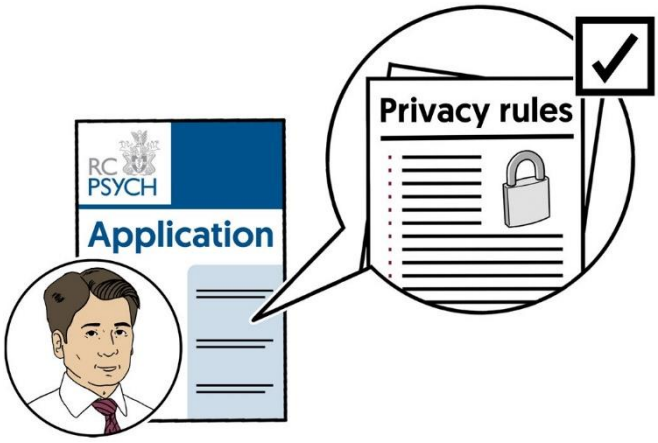




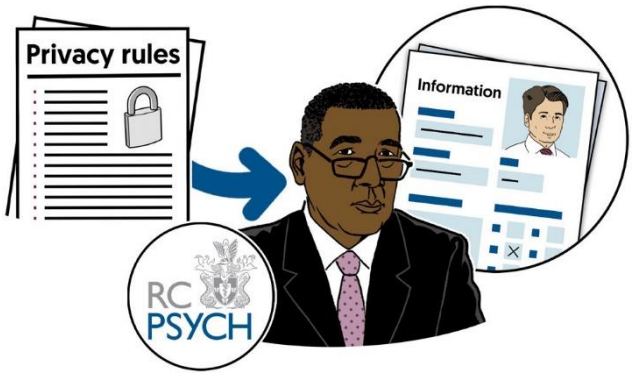
Unspent convictions will not stop you from getting the job. People with convictions are welcome to apply.

Details of any criminal convictions which are not spent

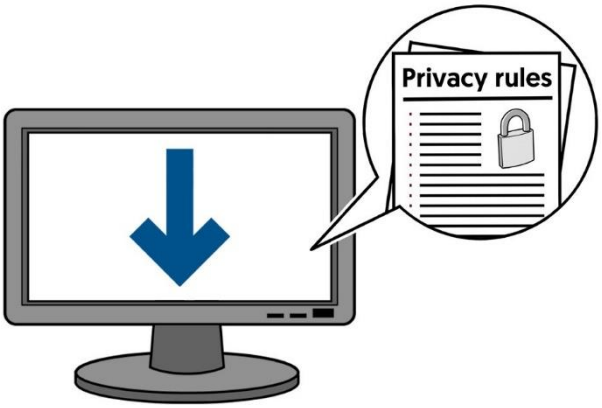
Data protection



We will follow our **privacy rules** with the personal information you put in this application.



Our **privacy rules** are about what we do with your information, who can see it, and how long we will keep it.



You can download our privacy rules from our website:

www.rcpsych.ac.uk

If you have any questions about what we do with your information you can email:

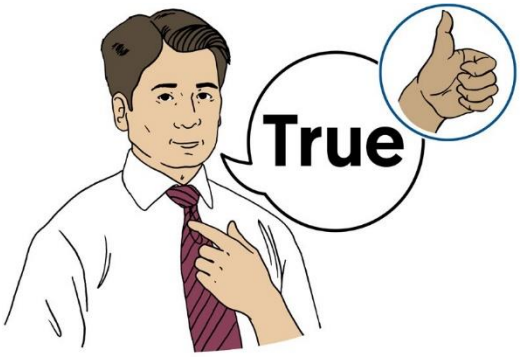
dataprotection@rcpsych.ac.uk

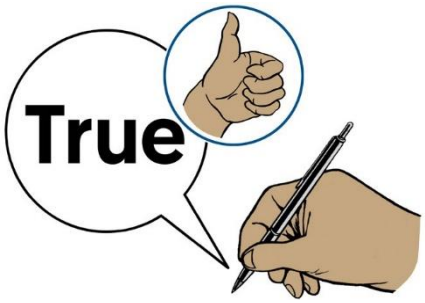


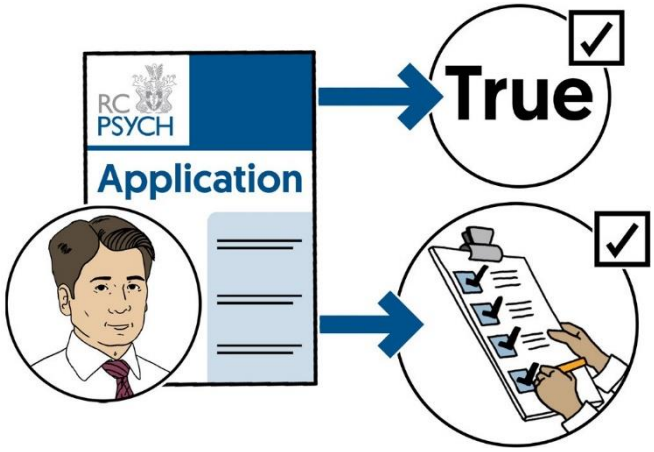
We will only use your personal information for what we have said we will. We will follow our rules and the law.

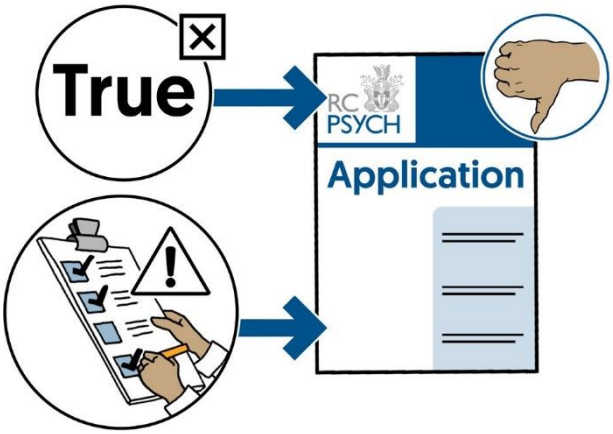


Declaration









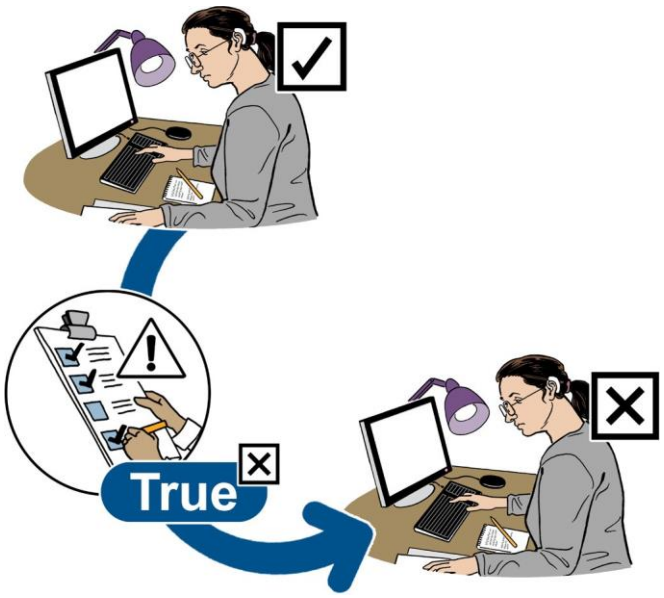
A **declaration** means you are saying something and agreeing that it is true.

When you put your signature at the end of this section you are agreeing that the following declaration is true.

Declaration

The information I have given on this application form is true and **complete**. This means I have not left out any information I have been asked for.

I understand that if the information on my application is not true or I have left important information out, then my application may be rejected.



I understand that if I have been given the job but my application was not true and complete then I may lose my job.

I agree to this declaration	
Date	
Signature	

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ROYAL COLLEGE OF PSYCHIATRISTS

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