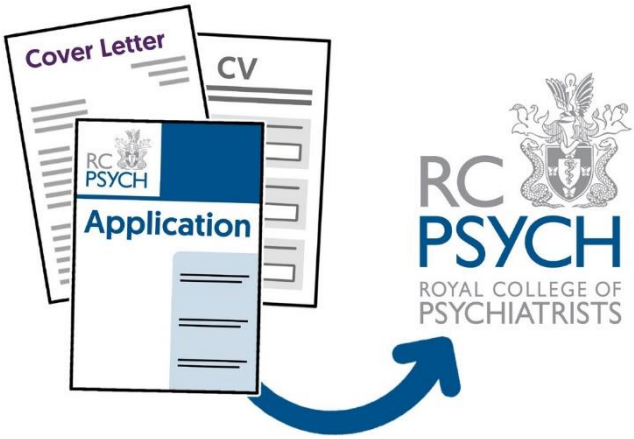
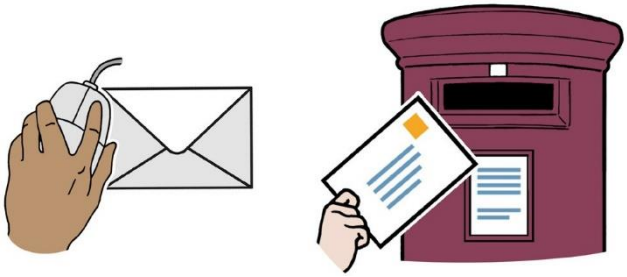
Application form

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

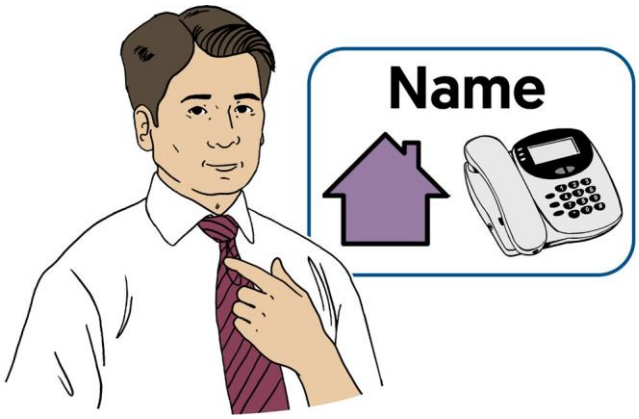
Position applied for



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

Position	Director of the College Centre for Quality Improvement
Pay	£95,834 - £109,424 per annum
Length of contract	Fixed Term Contract until 15 October 2027
Extra information	College Centre for Quality Improvement Department 35 hours per week Location: London Working Pattern: Hybrid REQ000328

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



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.

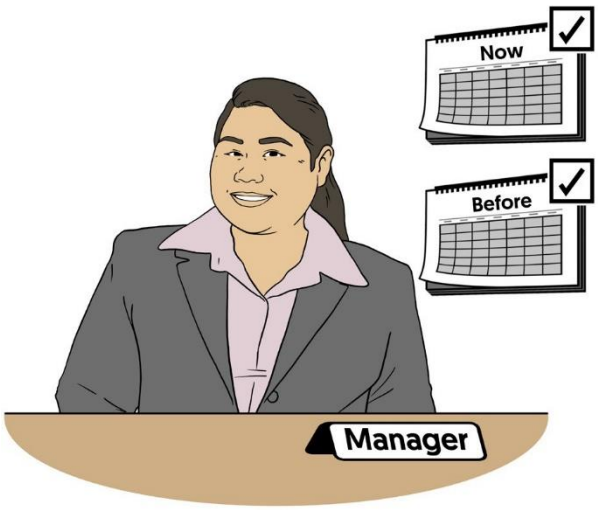
Employer	
My job	
Job address	
Postcode	

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.



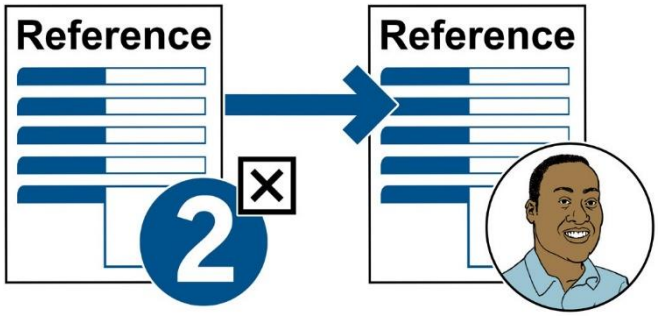
A **conditional offer** means that you will be given the job if the information on your application is true.

Reference

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

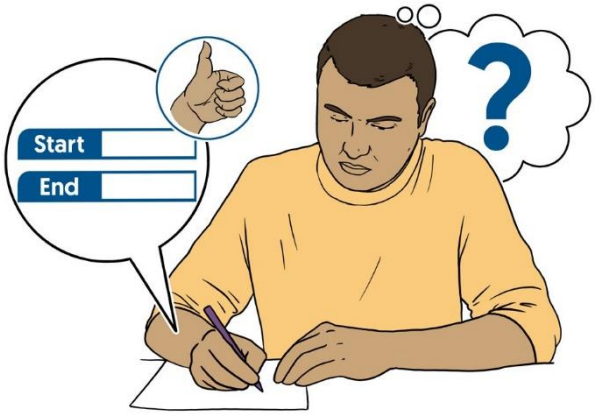
Company name	
Name of employer	
My job title	
Company address	
Postcode	
Phone number	
Email address	
Date I started this job	
Date I finished this job	



Use the next page if you want
to give a personal reference. You do not need

Personal

Organisation (if there is	
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

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



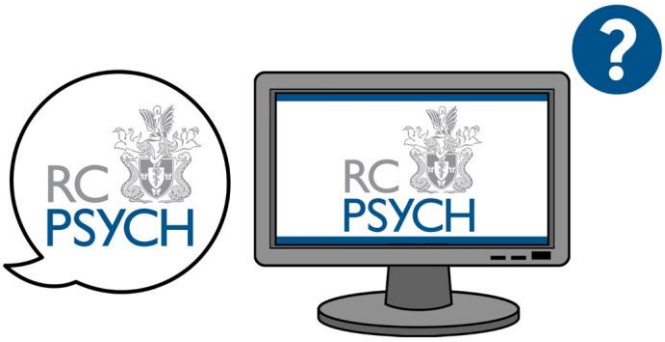
The minimum needs could be things like having the right work experience or knowledge of the job.



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

Disabili

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.

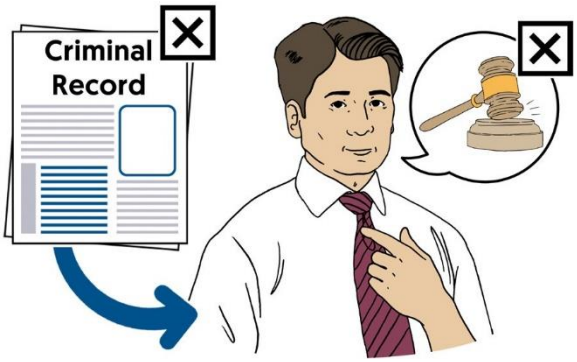
Criminal convictions



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



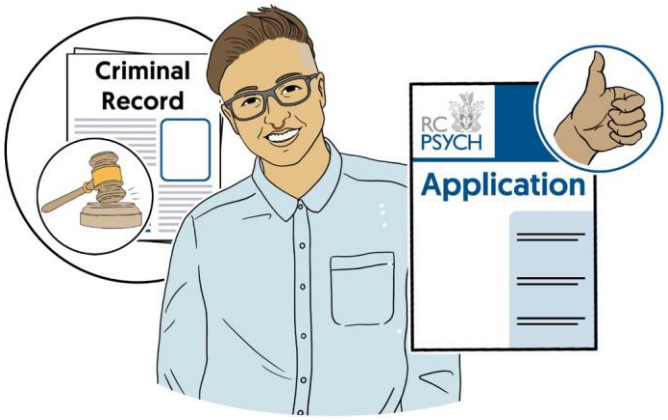
You only need to tell us about convictions that are **not spent**. This means they are still on your criminal record.



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



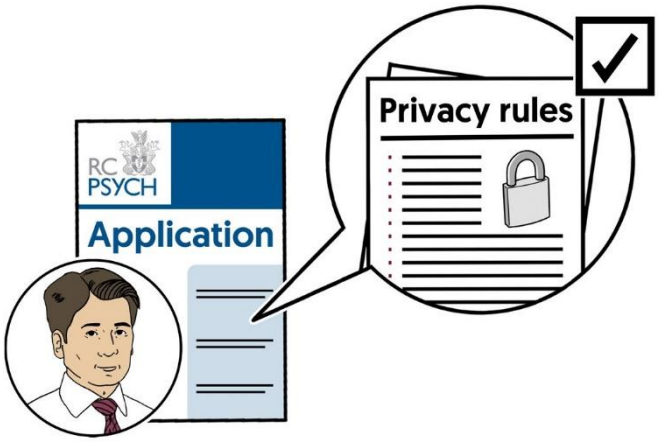
The time between being convicted and the conviction being spent is decided by a set of rules called **the Rehabilitation of Offenders Act 1974.**



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

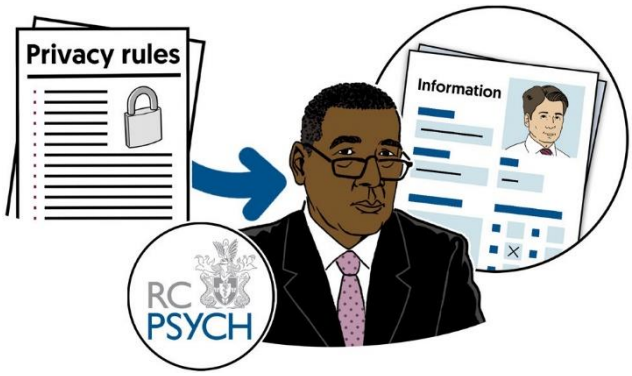
Details of any criminal convictions which are not spent

Data protection

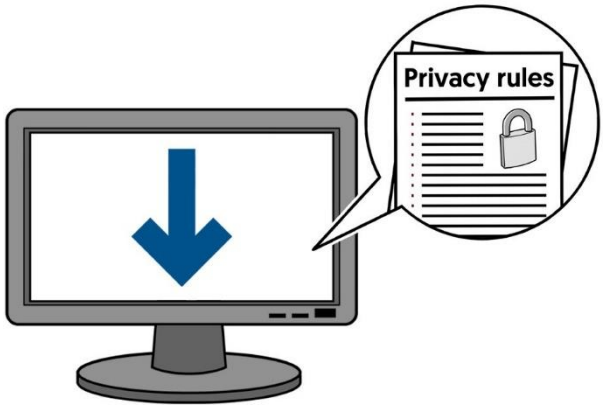


We will follow our **privacy rules**

with the personal



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



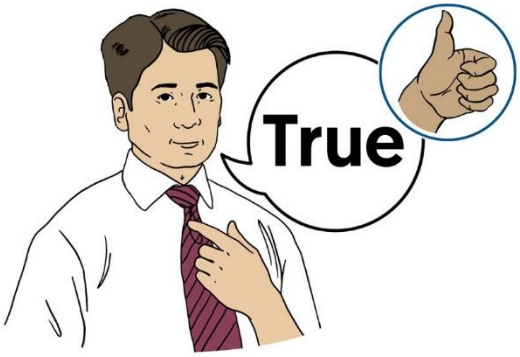
If you have any questions about what we do with your information you can email:

dataprotection@rcpsych.ac.uk

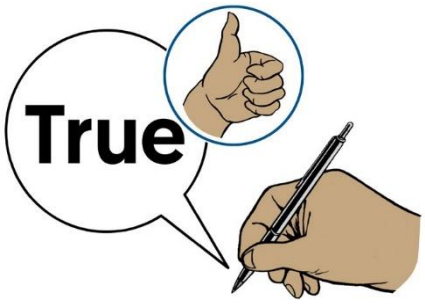


We will only use your personal information for what we have said we will. We will follow our rules and the law.

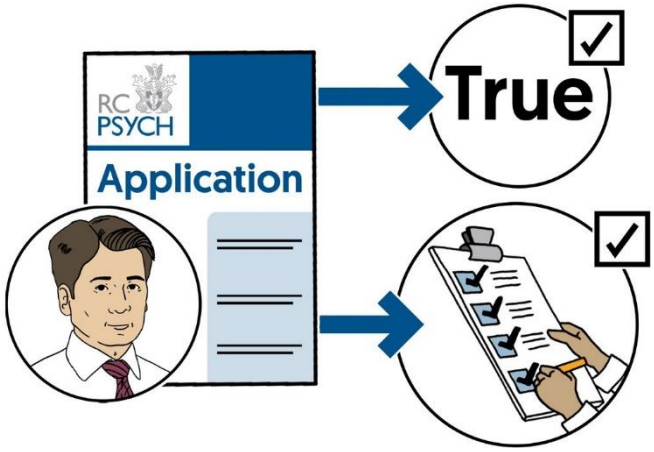
Declaration



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

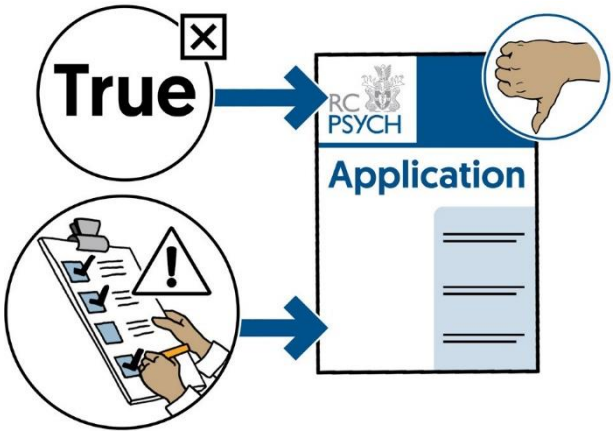


When you put your signature at the end of this section you are agreeing that the following declaration is true.

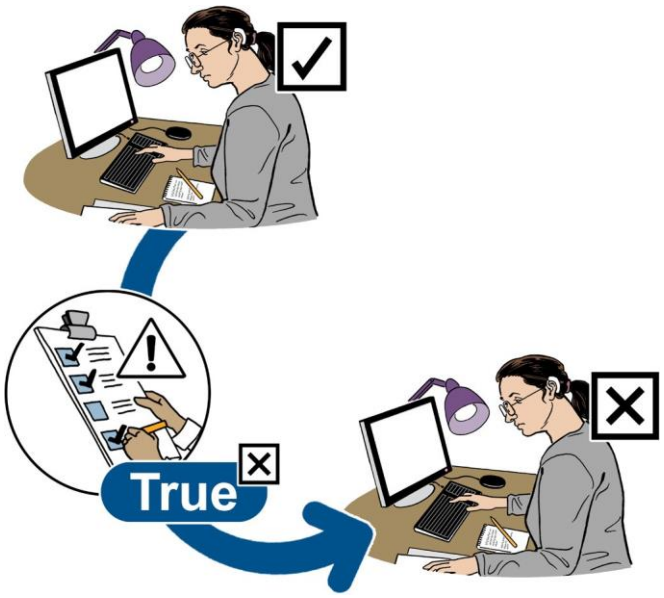


Declaration

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	

RC PSYCH
ROYAL COLLEGE OF PSYCHIATRISTS

www.rcpsych.ac.uk

Images & Design © CHANGE

CHANGE