**Strictly Private & Confidential**

**Declaration Form and Supporting Statement**

This Declaration Form and Supporting Statement must be completed to supplement your application. The completed Declaration Form is required for compliance purposes and the Supporting Statement provides further detail about your suitability for the role, the information provided will enable us to ensure a fair and consistent approach is taken when assessing applicant’s suitability.

Please ensure your application contains an up to date CV, a completed Declaration Form and Supporting Statement and a completed Diversity Monitoring Form.

|  |  |
| --- | --- |
| **Name:** |  |
| **Position applied for:** |  |
| **Where did you hear about this vacancy?**  **(Please specify the publication, website or referrer**) |  |

**Eligibility for employment**

All employers in the UK have a responsibility to prevent illegal working and must therefore check the entitlement of everyone employed to work in the UK.

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| --- | --- |
| **Do you have the right to work in the UK?** | Yes / No |
| **If yes, on what basis do you hold this right (i.e. UK citizenship, indefinite leave to remain, working visa, etc.)?** | |

**Disclosure**

Rehabilitation of Offenders Act 1974: This act allows certain convicted persons who have not subsequently re-offended to consider their convictions as spent. You are therefore not required to disclose convictions that are spent under the Act.

|  |  |
| --- | --- |
| **Do you have any unspent criminal convictions or bind overs, or any cautions, warnings or reprimands?** | Yes / No |
| **If yes please give details:** (Having a criminal record will not necessarily bar individuals from working with this organisation. It will depend on the nature of the position and the circumstances and background of your offences. Any information given will be held in the strictest confidence) | |

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| **If appointed, when could you begin?** |  |

**Privacy Statement**

To facilitate an effective and recruitment process, we collect the following personal information:

* Contact details (name, home address, email address, telephone number)
* Details about your education and training, qualifications, previous employment and experience
* Information concerning right to work in the UK and criminal convictions, as required
* Information provided as part of interviews and assessments
* Diversity and equal opportunities data

This information is collected on the basis of legitimate interest. We also collect data under our obligations and rights in relation to employment law. For more information on how and why we use your personal

data, including how long we keep it, your rights, who we share it with and how you can contact us, please read our full privacy notice at <https://www.londonsairambulance.org.uk/privacy>

**Referees**

Your first referee should be your line manager at your current/most recent place of employment. Your second referee may be a line manager from a previous place of employment or another professional who knows you in a professional / academic context.

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| --- | --- | --- | --- |
| **Referee 1** | | **Referee 2** | |
| Name: Name | | Name: | |
| Address: | | Address: | |
| Organisation: | | Organisation: | |
| Position in organisation: | | Position in organisation: | |
| Relationship to you: | | Relationship to you: | |
| Tel: | | Tel: | |
| Email: | | Email: | |
| May we contact this referee  prior to interview? | Yes / No | May we contact this referee  prior to interview? | Yes / No |

**Declaration**

By submitting this application form, you (the applicant) affirm each of the below statements:

* I give permission for my personal information to be stored and processed for the purpose of arriving at selection decisions, for it to be used as a basis for a personnel record, and for sensitive data to be used for the purpose of equal opportunities monitoring.
* I am aware that certain roles within London’s Air Ambulance will be dependent upon the completion of a Disclosure & Barring Service (DBS) check. I recognise that failure to give permission, or supply required information, for a DBS check may result in the withdrawal of an offer of employment or the termination of employment with London’s Air Ambulance. Similarly, I acknowledge and accept the need, under such circumstances, to disclose any warnings, cautions, reprimands or convictions they have received.
* I understand that, in the event of successful appointment, I will be required to complete a confidential occupational health (OH) questionnaire in order that London’s Air Ambulance is able to make reasonable adjustments, where advised.
* I confirm that all information I have provided, both in this form and throughout the application and recruitment process, is, to the best of my knowledge, accurate and agree that knowingly supplying false, inaccurate or deliberately misleading information at any stage of the application and recruitment process, or at any time thereafter, will invalidate my application and may result in the withdrawal of an offer of employment or the termination of employment with London’s Air Ambulance without notice.

**Supporting Statement**

In no more than two pages please outline below how your skills, knowledge and experience match those required for the role:

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|  |

**Equal Opportunities Policy**

London's Air Ambulance Limited is committed to eliminating any discrimination and promoting diversity and equality of opportunity in all it does. It is therefore London's Air Ambulance Limited's commitment to provide equal opportunities in employment and we will not unlawfully discriminate against job applicants, employees of the Company, volunteers, workers or contract workers on the grounds of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation (unless, as in the case of pilots or fire crew physical fitness is essential to the performance).

**Queries**

If you have any queries regarding the information on this form or our recruitment and selection process please email [Recruitment@londonsairambulance.org.uk](mailto:Recruitment@londonsairambulance.org.uk)

**Declaration**

|  |  |  |
| --- | --- | --- |
| Print name or add signature to affirm the information provided in this form: |  | |
|  | |  | |