



## APPLICATION FORM - GUIDANCE NOTES

Please read the questions on the application and these notes carefully.

### 1. Filling in the form

Please fill in your form in black ink for ease of printing and copying. You may submit a current Curriculum Vitae (CV) in addition to completing the application form.

All information submitted will be used for internal pre-employment assessment processes only and will be treated with complete confidentiality. Unsuccessful applications for employment may be kept on record for a period of 18 months for future employment opportunities unless otherwise advised by applicants.

### 2. References

All referees should be able to comment on your professional competence and personal qualities. They should have had managerial responsibility for your work. They must not be related to you. If you have worked only as a volunteer, your referees should be from the most recent body / organisation you have worked for. For technical staff, one of your referees should be your previous clinical line manager. For technical staff professional development year applicants one of your referees should be a supervisor from a recent clinical placement.

Referees may be contacted during the pre-employment assessment process; their inclusion on your application will be taken as consent for us to do so. We strongly advise you to ensure referees cited have given their consent to be included in your application and are aware we may contact them.

### 3. Criminal Background and Working with Children Checks

It is a prerequisite of employment with Southern Radiology that criminal background and working with children checks are conducted where applicable. Submission of a signed application for employment form is deemed consent for these checks to be carried out.

### 5. Professional Compliance

It is a prerequisite of employment with Southern Radiology that all applicable professional compliance criteria are satisfied. Submission of documentary evidence will be required prior to any employment offer being made. Please note compliance documentation is not required at the time of application.

### 4. Equal Opportunities

Southern Radiology is committed to equal opportunities for all employees. It is the policy of our group to ensure that no present or possible future employee receives less favourable treatment on the grounds of their sex, sexual orientation, marital status, race, religion, age, creed, colour, nationality, national origin, ethnic origin or disability. This statement equally applies to all 'users' of our service.

Southern Radiology commits itself to take action necessary to remove sex discrimination and racial discrimination in all its operations, as well as being committed to taking positive action to promote equal opportunities for all disadvantaged groups.

All applicants will be assessed at all times on the basis of their suitability, capability and qualification.