

# THE SOCIETY OF RADIOGRAPHERS

## Mill Street, London, SE1 2EW

**EXTERNAL APPLICATION FORM**

**Please complete and return to** **jobs@sor.org** **the closing date advertised.**

Please complete all questions as fully as possible. We can only shortlist you on the information you provide on the form. Write clearly in black type only and a minimum font size of 10.

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| --- |
| Job Details  |
| Post Applied for |  |
| Job Vacancy Reference Number |  |
| Where did you see this advertised?  |  |
| Personal Details  |
| Surname |  |
| First Name(s) |  |
| Title |  |
| Home Address |  |
| Postcode |  |
| Mobile Telephone number |  |
| Email address |  |
| Are you a member of the Society of Radiographers | Yes / No  |
| Do you require a work permit to work in the UK? | Yes / No |

## EMPLOYMENT HISTORY

Start with your present or most recent employer. It will suffice to briefly describe your duties and responsibilities, as you may wish to refer to these more fully under the Experience and Skills section. Please include details of any voluntary work which may be relevant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment** | **Date** | **Positions held and Description of Duties** | **Reasons for leaving** | **Salary** |
| From | To |
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## EDUCATION AND TRAINING

**Education**

Please list your formal educational qualifications and any professional training undertaken relevant to this post. If gained in a country other than the UK please indicate at what level – e.g. A level equivalent.

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| --- | --- | --- | --- |
| **Educational Establishment** | **Subjects Studied** | **Qualification/Level** | **Date(s)** |
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## Professional qualifications / other relevant memberships, training & continuous professional development

Please tell us about any training and development you have received or are currently undertaking which you feel may be relevant to this post.

Please list the course/qualification, title and date (most recent first):

## SKILLS, EXPERIENCE AND ADDITIONAL INFORMATION SHEET

Please let us know why you are applying for this post giving details of any relevant skills and experience which you might bring to the role. Read the person specification and job description before you answer this section as these documents outline the skills, knowledge and experience required for this post. We draw up a short list on the basis of this information.

**Please address each point and be concise in your answers.**

This is your chance to tell us why you feel you are a suitable candidate for this post. **Remember to address as many of the points in the person specification as possible. Your response must be no more than 700 words.**

You must give demonstrable evidence of your skills and abilities, drawing on academic, professional, voluntary or personal life. It is not sufficient to simply duplicate the person specification or cut and paste your CV.

Ensure that the information you give is relevant to the advertised post. Illustrate your skills by referring to any experience – paid or voluntary work, personal or academic life. Experience gained outside the UK is also relevant so don’t forget to include this.

## REFERENCES

Please give the details of two referees. One of these should be from your present or most recent employer (paid or voluntary work) and should cover at least the last 12 months of employment. These should not include relatives or purely personal friends. We will not take up references without your permission, or before interview. Any employment offered will be subject to receipt of satisfactory references.

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| **First Referee**  |
| Name |  |
| Relationship to you |  |
| Referee position:  |  |
| Organization name |  |
| Address including post code |  |
| Email address |  |

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| --- |
| **Second Referee**  |
| Name |  |
| Relationship to you |  |
| Referee position:  |  |
| Organization name |  |
| Address including post code |  |
| Email address |  |

## DECLARATION

I certify that the information given on this and the preceding form is correct to the best of my knowledge. The provision of false information in an application form may be grounds for disqualification or, if appointed, dismissal.

The Society of Radiographers is committed to protecting and respecting the personal data that we hold. Details of how the personal data in your application will be handled is set out in our Applicant Privacy Statement, which can be downloaded as part of the application pack.

I acknowledge and agree that in typing my name below in the ‘signed’ box, this will constitute my signature for the purposes of this declaration and that I have read the Applicant Privacy Statement.

Signed: Date:

The Society of Radiographers is committed to working within the principles of equal opportunity and we value diversity. Therefore, in addition, applicants are asked to voluntarily undertake a brief Equalities Monitoring Survey. **Please complete the survey as attached in application pack.**

**Please return this completed application form to**

**jobs@sor.org**

**by the advertised closing date**