

# nightingale hammerson

## Guidance on completing your application

When applying for any role with Nightingale Hammerson - you will need to carefully **read the Job Description and Person Specification** for the role, **before completing both Part 1 and Part 2 of the Application Form.**

The **Job Description** explains the tasks that make up the role. You must display that you understand the role thoroughly and either have experience in a similar role or are capable of the tasks listed when completing both the '*Employment History*' and the '*About why you want to work for us*' section of your Application.

The **Person Specification** explains the key points we will be looking for during your application. Some are labelled Essential and others Desirable. You must display that you meet all Essential points of the Person Specification during either your Application or potential Interview, and it is beneficial to your application if you are able to meet any of the desirable points as well. Use the '*About why you want to work for us*' section of the application to show that you meet as many of these points as you are able to.

The Employment Application is split into two parts, and both must be completed.

**Part 1** – Please complete ALL fields fully.

It is important the you tell us:

- Which role you are applying for
- Preferred Working Pattern (Full time/ Part time/ Bank)
- Preferred Job location
- Personal details about yourself, including both a telephone number and email address
- Right to work within the UK including further details if necessary.
- Education history and qualifications
- Employment history
- Why you want to work at Nightingale Hammerson, what you can bring to the role and why you are suitable.

**Part 2** – It is essential that you provide full disclosure of any issues covered within this form, including previous disciplinary actions you have undergone, any criminal record you may have and your fitness to work.

Please also provide as much Equality and Diversity information as you feel comfortable in doing so.

**Return to: Nightingale Hammerson**

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