

# *Pendleside Hospice*

Colne Road  
Reedley  
Burnley  
BB10 2LW

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## **GUIDELINES FOR APPLICATIONS**

1. Using **BLACK INK**, please complete **all** sections of the Equal Opportunities Form **and** the Application Form. You are welcome to include a copy of your CV, but we do require full completion of the application form.
2. You will be required to provide two referees, of which, one must be your current or most recent employer. Please state the capacity in which the person knows you – this must **not** be a relative or friend.
3. Please ensure that you sign and date your application. Partially completed or unsigned forms may be returned to you for completion.
4. If you are applying for more than one position, you are required to complete an application form for each vacancy. We ask you to do this because a different manager may consider each vacancy.
5. Please return your completed application to Human Resources, Pendleside Hospice, Colne Road, Reedley, Burnley, BB10 2LW, no later than 5.00pm on the closing date shown in the attached covering letter.

If you need any further assistance in completing your form, please contact the HR Administration office Tel No. 01282 440105 (direct line)

***PLEASE ENSURE THAT THE CORRECT AMOUNT OF POSTAGE IS PUT ON YOUR RETURNED APPLICATION. WE ARE CHARGED £1 PLUS POSTAGE ON ALL UNDERPAID ITEMS.***

Thank you for your co-operation.