

**THIS INFORMATION IS CONFIDENTIAL TO WORKING WELL**

<b>Health Declaration for Non-Teaching Post in Education</b>	<b>Issue 1: NOV 2015 WWF- 003E</b>
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<b>EMPLOYMENT DETAILS</b> <i>Please complete in block capitals or type</i>	
Job Title	
Organisation	
Department	
Hours of work	Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Fixed term <input type="checkbox"/> Months/Years
Start Date	

<b>APPOINTING MANAGERS DETAILS</b>	
Name and Role	
Telephone Number	
Secure Work E-Mail	

<b>MANAGER TO HIGHLIGHT TASKS OR EXPOSURES WITHIN JOB</b>	
Significant Manual Handling <input type="checkbox"/>	Respiratory Sensitisers/irritants <input type="checkbox"/>
Lone Working <input type="checkbox"/>	Vibrating Tools <input type="checkbox"/>
Food Handling (preparation) <input type="checkbox"/>	Skin Sensitisers/irritants <input type="checkbox"/>
Violence and aggression <input type="checkbox"/>	Computer work – VDU Screen: <input type="checkbox"/>
Prolonged standing or walking <input type="checkbox"/>	Other (please state) <input type="text"/>

<b>PERSONAL DETAILS – TO BE COMPLETED BY CANDIDATE - <i>Please complete in block capitals or type</i></b>	
Surname	
Forename	
Title	Date of Birth
Gender	
Maiden/previous name	
Personal email	
Home phone number	
Mobile phone number	
Home Address	
Postcode	

Your appointment to your new role is subject to an assessment of your fitness to work. The purpose of this assessment is to:

- Identify any health problems or disabilities that may make the proposed job difficult or unsafe for you or others.
- To enable your employer to identify any adjustments to your work that may make life easier for you.

Please read the following three questions carefully. At the end there is a single **YES** or **NO** box to be ticked. To preserve medical confidentiality you are **not** required to identify any conditions/ illnesses you have or have had;

1. Do you have any health conditions or disabilities which might impair your ability to undertake effectively the duties of the position which you have been offered?
2. Do you have a health condition or disability which might affect your work and which might require special adjustments to your work or place of work?
3. Have you had in the last 6 months, a cough lasting more than 3 weeks, unexplained weight loss or unexplained fever?

To all of the questions above, I respond **NO**

**OR**

To one or more of the questions above, I respond **YES**

**Please sign below and return completed form to your appointing  
Manager/recruitment team**

If you tick **NO**, this form will be retained in your personal file. No further action is needed on your part. If you tick **YES**, your appointing manager will send this form to Working Well Occupational Health Service who will contact you to discuss your response. Usually issues can be resolved with a phone call but occasionally you may be required to attend Working Well for an appointment.

*In completing this form, you are certifying that to the best of your knowledge and belief the information given here is true and correct. Please note any deliberate material inaccuracy in this or any subsequent information given to Working Well may result in your placement being terminated.*

<b>Applicants Signature:</b>		<b>Date:</b>	
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**Privacy Notice**

No personal information held by us will be processed unless the requirements for fair and lawful processing can be met. Our Privacy Notice, which can be accessed at [Working Well](#) provides a summary of how we will ensure we meet these requirements.