

CONFIDENTIAL

POSITION APPLIED FOR: _____

Application for Employment

This form will be kept in accordance with the Data Protection Act (1984). You are advised that you have the right of access to information from this application form. The home aims to satisfy the needs of its residents by providing equal opportunities for applicants irrespective of their sex, age, marital status, racial or ethnic origin, physical disability, sexual orientation, religious beliefs or political opinions.

Personal Details

Surname:	_____		
Previous Surname(s):	_____		
Title:	_____		
First Name:	_____		
Address:	_____		
Post Code:	_____	Home telephone no:	_____
		Mobile telephone no:	_____
Email Address:	_____		
How Long At This Address:	_____ years		

Education and Training

Complete the table below with all relevant qualifications gained. Use the same line for all qualifications of the same level that were gained at the same establishment or timescale e.g. GCSE's

Name / Address of Establishment	Subject / Qualifications Gained and Grade	From	To

Employment History (please explain any gaps)

Present or most recent employer _____

Address _____

Position held: _____ From: _____ To: _____

Complete the table below with a continuous employment record in reverse order. For gaps in employment please use the position held field to give a reason. If more than one position was held at each employers use the most recent job title.

Name / Address of Establishment	Position Held	From	To

Hobbies and Interests

Do you have a current driving licence? Yes / No Time driving: _____ years

Have you any endorsements? Yes / No

References

Please provide details of 3 referees who can provide information relating to your competence in this job role, one of whom should be your present or most recent employer.

1. Name: _____ Position: _____
Address: _____
Organisation: _____

Telephone No _____
May we approach them prior to interview? _____

How long have you known the referee? _____
When was the last time you saw this person? _____
In what capacity did you know this person? _____

2. Name: _____ Position: _____
Address: _____
Organisation: _____

Telephone No _____
May we approach them prior to interview? _____

How long have you known the referee? _____
When was the last time you saw this person? _____
In what capacity did you know this person? _____

3. Name: _____ Position: _____
Address: _____
Organisation: _____

Telephone No _____
May we approach them prior to interview? _____

How long have you known the referee? _____
When was the last time you saw this person? _____
In what capacity did you know this person? _____

Have you received any disciplinary action or had any complaints made against you? If so please state circumstances. Yes / No

Please indicate below if you are currently or have ever been the subject of an investigation by your governing body (e.g. NMC for nurses)

Rehabilitation of Offenders Act 1974

By virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 1986, the provisions of section 4.2 of the Rehabilitation of Offenders Act 1974 do not apply to any employment which is concerned with the provision of health services and which is of such a kind as to enable the holder to have access to the persons in receipt of such services in the course of his/her normal duties.

Do you possess or have you ever possessed a criminal conviction Yes / No

Have you ever been subject to any conditional discharge, bindovers or cautions Yes / No

If **Yes** please give details below.

N.B. Disclosure will be sought from the Criminal Records Bureau and if the declaration is found to be false, it could result in the termination of your employment.

Declaration

I confirm that I am over 18 years of age, and that I am eligible to work in the United Kingdom.

I confirm that to the best of my knowledge, the information on this completed application form is true and correct.

Signature: _____

Date: _____

Application Form

Question 1:

Describe your understanding of Thistle Manor - what we do and the purpose of the organisation?
(max. 300 words)

Question 2:

Explain why you feel you would be a suitable candidate for this role?
(max. 400 words)

Thank you for applying for this role. We will contact you regarding an interview if you have been successful at this stage.