

Application for Employment Form

C4-006

Job applied for:..... Job ref:

Closing date:.....

Please return form to the home you are applying to or to Head office, The Paddocks,
Springfield rd, Wellhead, Dunstable, Beds LU6 2JT

We are committed to promoting the equality of opportunity and welcome applications from anyone who feels that they are able to carry out the duties, regardless of any previous experience.

Please tell us about yourself

Name:

Home address:

.....

..... Postcode:

Home tel. no: Work tel. no:

May we ring you at work? YES / NO Are you related to any present or former employees of the home? YES / NO

How did you find out about this vacancy?

.....

Please give us the details of two people who will provide us with a reference. One should normally be your current employer. If this is not the case, please tell us why not. We will not contact your employer before an interview, but we will contact them before appointment.

Name:	Name:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
.....
.....
Postcode:	Postcode:
Tel. no. work:	Tel. no. work:
Tel. no. other:	Tel. no. other:
Is this your current employer? YES / NO	Is this your current employer? YES / NO
Are they related to you? YES / NO	Are they related to you? YES / NO

Issue No: 1 Rev: 0 Issue Date: Approved by:

Application for Employment Form

C4-006

Please tell us about your education and training

Please tell us about your education. List any qualifications gained.

School / College	From	To	Qualifications – include dates and grades

If you have undertaken any training or voluntary work to improve your employment prospects, please give details below:

Application for Employment Form

C4-006

Please tell us about jobs you have had

Please tell us about the jobs you have had in the past ten years starting with your present, or most recent, job first. If there are gaps in employment please tell us why e.g. unemployment, bringing up family etc.

Employer	Job title and description of duties	Salary / wages	From	To	Reason for leaving

Further information

Please use this space to tell us about any other information that you feel will help your application, including any other skills you may have. Please feel free to continue on a separate sheet of paper if required.

Do you hold a current, clean driving licence:

YES / NO

Declaration of Convictions / Disclosure of Information

Successful applicants will be asked to provide disclosure information as required under section 113 of the Police Act 1997.

Disclosure information will not be used unfairly and a criminal record will not necessarily be a bar to obtaining the position applied for.

No offer of employment will be withdrawn without discussion with the applicant.

Note that false declarations may be reported to the police.

.....

I certify that the information given in this application is true and accurate to the best of my knowledge. I also understand that if I am appointed and information is subsequently found to be false, I might be dismissed.

Signed:

Date:

Data Protection Information

The information which you have supplied on this form will be processed and may be held on computer, and will be held on your personal records file if you are appointed.

The information will also be used for equality monitoring and statistical purposes. By signing this application, you will be deemed to have given your consent to this, including information which may be considered to be sensitive and personal.