

APPLICATION FORM FOR EMPLOYMENT



Please contact us if you need this application form in an alternative format or if you need any adjustments if you are asked to attend an interview.

Important: PLEASE WRITE CLEARLY IN BLACK INK

PERSONAL DETAILS

Surname

Daytime (if convenient)

Title (Mr/Mrs/Miss/Ms/Dr)

Mobile no.

First name(s)

Email

Home address

Do you possess a current, clean driving licence?

.....

Yes No

.....

Please give details of any penalty points and reasons:

Postcode.....

.....

Telephone no.....

POST INFORMATION

Post applied for

Have you been employed by Abbeyfield before?

Yes No

Ref

If Yes, please give details?

Location

.....

Where advertised?

.....

Have you ever applied for a post with Abbeyfield before?

.....

Yes No

.....

Please return your completed application form to:

EMPLOYMENT HISTORY



Current/most recent employer's name & address	Position held & main duties	Start	Finish	Reason for leaving
Salary (£)		Notice period		

Please provide details of all other employment, in sequence with the most recent first.

Previous employer's name & address	Position held	Start	Finish	Reason for leaving



EDUCATION / TRAINING

Please give details of your education (schools, colleges, higher education) and qualifications obtained. Please give details of any professional, specialist or job-related courses attended (with dates), certificates, obtained and any membership of professional bodies.

Establishment	Subjects	Start	Finish	Result/Grade

STATEMENT IN SUPPORT OF YOUR APPLICATION

Please tell us why you are a suitable candidate for this role, highlighting your key achievements and any other relevant information that supports your application. Please continue on a separate sheet if necessary.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....





REFERENCES

Please provide us with details of 3 referees below.

Present/Last Employer

Name.....

Address.....

.....

Postcode.....

Occupation.....

Tel no.....

Previous Employer

Name

Address.....

.....

Postcode.....

Occupation.....

Tel no.

Personal Reference

Name

Address.....

Occupation.....

Tel no.

CONVICTIONS

Please enter below details of conviction for any offences or formal cautions by police for any offence or any bind-overs imposed by any court. You must include spent convictions under the Rehabilitation of Offenders Act 1974.

Have you ever had any cautions/convictions?

Yes No

Date of offence/offences. Give details.

.....

.....

Result: Abbeyfield carries out Disclosure and Barring Service (DBS) checks on all successful candidates.

DECLARATION

I hereby declare that I have answered all questions fully and truthfully and understand that false or misleading information will lead to my disqualification. Under the Data Protection Act 1998 I understand that personal information about me may be held on or verified by computer for personnel/employee administration purposes including analysis for management purposes and statutory returns.

Candidate signature

Date

DIVERSITY AND EQUALITY STATEMENT



Abbeyfield is committed to an Equal Opportunities Policy in employment and will assess for jobs without regard to gender, age, race, colour, disability, sexual orientation, nationality, ethnic or national origin or marital status.

Please fill in this form as fully as possible so that we can monitor the implementation of our Equal Opportunities Policy.

The answers you provide in this section will be treated in the strictest confidence and will only be used for statistical monitoring. This section will be detached from the application form before the shortlisting and interview process begins.

PLEASE TICK THE APPROPRIATE BOXES

Gender

.....

Marital status

Married/Civil Partnership Other

Which Age group do you belong to?

16-25 26-35 36-45 46-55 56-65 65+

I would describe my ethnic origin as:

Please state

Do you consider yourself to have a disability?

Yes No

Do you have a disability as defined by the Disability Discrimination Act?

Yes No Don't Know