**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……………………………

Title……………………

First name(s)……………………………………

Home address…………………………………

…………………………………………………….

…………………………………………………………….

Postcode…………………………………….

Telephone no……………………………

# POST INFORMATION

Post applied for……………………………………

Ref ...................................................................................

Location………………………………….

Where advertised?....................

Have you ever applied for a post with Abbeyfield before?

Daytime (if convenient) ………………………..

Yes

No

**Please return your completed application form to:**

Mobile no……………………………………….

Email………………………………….

Do you possess a current, clean driving licence?

Yes No

Please give details of any penalty points and reasons:……………………………………………

…………………………………………………………….

Have you been employed by Abbeyfield before?

Yes No

If Yes, please give details?

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# 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.

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# REFERENCES

Please provide us with details of 3 referees below.

## Present/Last Employer

Address

.............................................................................................................

.............................................................................................................

Postcode......................................................................

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.

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|  |  |  |
| --- | --- | --- |
| **Previous Employer**  Name .................................................................  Address............................................................................................. ......................................... .......................................................................  Postcode.............................................................................  Occupation...............................................................................  Tel no. .....................  **Personal Reference**  Name .........................................................................................  Address......................................................................................  Occupation..............................................................................  Tel no. ....................................................................................... |  | **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?**

**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**