

Application for Employment



Please write clearly in black ink and use **BLOCK LETTERS**.

About You:

Title: Mr Mrs Miss Ms Other
Please tick or specify if 'other'.

First Name(s):

Surname:

Address:

Post Code: **Contact Tel:**

Email:

Date of Birth: **NI Number:**

Do you possess a full, valid UK driving licence? Yes No

Are you eligible to work in the UK? Yes No

Have you been employed by Abbeyfield before? Yes No

About the Post:

Vacancy Reference: **Position and Location:**

Where was it advertised?

Name of referring employee if applicable

Your Employment History:

Starting with your most recent job, please provide details of your employment over the last five years. Continue on a separate sheet if necessary.

Present or most recent employer:

Name & Address of Employer:

Dates employed: From: To:

Job Title:

Approx Annual Salary: **Notice Period:**

Why are you Leaving?

Previous Employment:

Name of Employer: From:

Position Held: To:

Employer Address:

Summary of Duties:

Why did you leave?

Name of Employer: From:

Position Held: To:

Employer Address:

Summary of Duties:

Why did you leave?

Name of Employer: From:

Position Held: To:

Employer Address:

Summary of Duties:

Why did you leave?

Membership of Professional Bodies / Qualifications

Organisation:	Qualification:	From:	To:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Your Education

Name & Address of School / College / University attended:		From: <input style="width: 80%;" type="text"/>
		To: <input style="width: 80%;" type="text"/>

Name & Address of School / College / University attended:		From: <input style="width: 80%;" type="text"/>
		To: <input style="width: 80%;" type="text"/>

Name & Address of School / College / University attended:		From: <input style="width: 80%;" type="text"/>
		To: <input style="width: 80%;" type="text"/>

Subject Studied:	Level:	Result:

Supporting Information

Using the job description and personal specification as a guide, please tell us why you think you are a suitable candidate for this role. Please include your key achievements, what contributions you could make to the organisation and any other relevant information, linking them with the duties, responsibilities and criteria for the role. Please continue on a separate sheet if necessary.

Your References

Please provide us with details of two business references and one personal character reference below. Your business referees must include your current or most recent employer. Your personal reference must not be a member of your family. References may be taken up before interview. Please indicate below if you do not wish for us to take up references before interview in the relevant sections below.

Business Reference One:

Full Name:

Position in Organisation:

Relationship to You:

Organisation Name & Address:

Telephone:

Email:

Can we contact this referee before interview? Yes No

Business Reference Two:

Full Name:

Position in Organisation:

Relationship to You:

Organisation Name & Address:

Telephone:

Email:

Can we contact this referee before interview? Yes No

Personal Reference:

Full Name:

Relationship to You:

Address:

Telephone:

Email:

Can we contact this referee before interview? Yes No

Declarations:

Are you related to any of the following at Abbeyfield?

Abbeyfield Board Member.

Name: _____ Relation: _____

Abbeyfield Member of Staff.

Name: _____ Relation: _____

Abbeyfield Resident.

Name: _____ Relation: _____

None of the above.

Do you have, or have you ever had any criminal cautions and/or convictions?

 Yes No

If you have answered yes to the above question, please give details on the last page of this application which will be used for screening and then destroyed following the end of this recruitment process.

Are you registered with the DBS Update Service?

 Yes No

Registration Number:

I declare 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.

Candidates Signature: _____

Date: _____

Once completed, please email or post your application and equal opportunities form by the closing date as stated on the job advertisement. Please contact us if you need this application form in an alternative format.

Contact Information:

You can contact us in the following ways:

By Email:

By Telephone:

By Post:

Disclosure & Barring Service:

Your employment with The Abbeyfield Society will be subject to an enhanced Disclosure and Barring Service (DBS) check. If you have ever received any criminal cautions and/or convictions, you must declare them below.

This section of the form will be used for screening purposes only and confidentially destroyed at the end of this recruitment process.

Date:	Nature of Caution / Conviction:	Sentence / Disposal:	Date Caution/Conviction Spent:

Any additional information: