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

**IMPORTANT: PLEASE WRITE CLEARLY IN BLACK INK**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **TITLE** |  |
| **SURNAME** |  |
| **FIRST NAME(S)** |  |
|  |  |
| **CONTACT TELEPHONE** |  |
| **MOBILE NUMBER** |  |
|  |  |
| **HOME ADDRESS** |  |
|  |  |
| **POST CODE** |  |

**POST INFORMATION**

|  |  |
| --- | --- |
| **Post applied for** |  |
| **Location** | **Domiciliary / Old School House / Cornwell House** |
| **Have you applied for a post with Abbeyfield before?** |  |
| **Have you been employed by Abbeyfield before?** |  |
| **(yes) please give details** |  |

**EMPLOYMENT HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current employment** | **Position held and main duties** | **Start** | **Finish** | **Reason for leaving** |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Salary:** | **£** | **Notice period:** |  |

Please provide details of all other employment, starting with the most recent.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employer’s name and address** | **Position held and main duties** | **Start** | **Finish** | **Reason for leaving** |
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Continue on another sheet if necessary.

**EDUCATION / TRAINING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School / training centre** | **Subjects** | **Start** | **Finish** | **Result / Grade** |
|  |  |  |  |  |
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**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 references below:

**Present / Last Employer**

|  |  |
| --- | --- |
| **Employer name** |  |
| **Address** |  |
| **Post Code** |  |
| **Occupation** |  |
| **Contact telephone** |  |
| **Email address** |  |

**Previous Employer**

|  |  |
| --- | --- |
| **Employer name** |  |
| **Address** |  |
| **Post Code** |  |
| **Occupation** |  |
| **Contact telephone** |  |
| **Email address** |  |

**Personal Reference**

|  |  |
| --- | --- |
| **Employer name** |  |
| **Address** |  |
| **Post Code** |  |
| **Occupation** |  |
| **Contact telephone** |  |
| **Email address** |  |

**CONVICTIONS**

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

Have you had any cautions / convictions? YES NO

If yes, please give details of dates and offences:

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:

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**

|  |  |
| --- | --- |
| I am:  FEMALE  MALE | Marital status:  MARRIED/CIVIL PARNTERSHIP  OTHER |

**I would describe my ethnic origin as:**

|  |
| --- |
| WHITE  British / Irish / Any other white background |
| MIXED  White & Black Caribbean / White & Black African / White & Asian /  Any other mixed/multiple ethnic background |
| ASIAN OR ASIAN BRITISH  Indian / Pakistani / Bangladeshi / Any other Asian background |
| BLACK OR BLACK BRITISH  Caribbean / African / Any other Black/African/Caribbean background |
| CHINESE  Chinese / Other |
| OTHER: |