



Thorngate Living at Russell Churcher Court

Application for Employment

Please answer all questions in full – all information will be treated in confidence.

Complete in black ball point ink and in block capitals – tick the appropriate boxes.

Position details

Position applied for

Job reference number Applicant reference number

How did you hear of this vacancy? Advertisement Online search engine Thorngate website

Friend / family Current resident/employee Other

Your details

First name

Middle name(s)

Last/family name

Address

Postcode

National Insurance No

Telephone Email

Do you need a work permit to take up employment in the UK? Yes No

If yes, give details

Your education and qualifications

Give details of education including any professional and vocational qualifications:

Name and town of school(s) / college(s) / university	Dates		Subject / courses studied, level / type of training	Examination result / grade (include any exams failed)
	From	To		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Professional associations / accreditationsAre you a member of any technical or professional associations? Yes No

Professional body	Qualifications or Grade of Membership	Expiry/Renewal Date	Registration Number

Current or most recent employer

Company

Address

 Postcode

Telephone Email

Position held Department

Present Grade Present salary

Date appointed Date left Period of notice

Reasons for leaving

Name of Manager / Supervisor

Job title

Telephone Email

This person will be contacted for a reference.May we contact your present employer for a reference prior to interview? Yes No **Reference**

Give the name and contact details of a second reference who is not related to you, nor a friend or neighbour, who we can approach for a confidential assessment of your suitability for this job.

Name Position

Company

Address

Telephone Email

May we contact your second reference prior to interview? Yes No

Employment history

Give details of your last 5 employers or all the organisations for which you have worked during the last 10 years whichever is greater (continue on a separate sheet if necessary):

Name(s) and town(s) of employer(s)	Dates		Position held / main duties	Starting / leaving salary	Reason for leaving
	From	To			

Additional skills

Give details of any experience, skill or achievements which you feel may be relevant to your application for employment

[Text input area for additional skills]

Supplementary information

List your interests, sports, hobbies, etc

[Text input area for interests, sports, hobbies, etc]

Do you have a current, full, clean driving licence? Yes No

If no, give details

[Text input area for driving licence details]

Do you have your own transport? Yes No

Are you related to any member of staff at Russell Churcher Court? Yes No

If yes, give details

[Text input area for related staff details]

Have you ever worked for us before? Yes No

If yes, give details of reason for leaving

[Text input area for reason for leaving]

Declaration of applicant

To the best of my knowledge and belief the statements made in this application are true and correct. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

Signed

[Text input area for signature]

Date

[Text input area for date]

FOR OFFICE USE ONLY – INTERVIEW RECORD

Interviewed by Date Time

Comments / areas to examine

Decision: Accept Further interview Reject Acceptance/Rejection letter sent date

Interviewer's report and reasons for decision

Signature of interviewer Date

FOR OFFICE USE ONLY – APPOINTMENT RECORD (to be completed where there is an offer of employment)

Conditional offer letter: Date sent Response: Acceptance / Refusal / No reply

Request for reference 1: Date sent Response: Satisfactory / Further enquiry / No reply

Request for reference 2: Date sent Response: Satisfactory / Further enquiry / No reply

Medical Report: Date received Response: Satisfactory / Further enquiry / Unsuitable

Other conditions: Work permit

Starting date Grade Starting salary

Job Title Personnel / Clock number