

Thorngate Living

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 / accreditations

Are you a member of any technical or professional associations? Yes No

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

Reference 1

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 2

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

Full employment history

Give details of all the organisations for which you have worked during your career since leaving school with an explanation of any gaps in employment. (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

Five horizontal orange input fields for providing additional skills.

Supplementary information

List your interests, sports, hobbies, etc

Two horizontal orange input fields for listing interests, sports, and hobbies.

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

If no, give details

Two horizontal orange input fields for providing details if no driving licence.

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

One horizontal orange input field for providing details if related to staff.

Have you ever worked for us before? Yes No

If yes, give details of reason for leaving

Three horizontal orange input fields for providing details of 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

Orange input field for the applicant's signature.

Date

Orange input field for the date.

FOR OFFICE USE ONLY – INTERVIEW RECORD

Interviewed by		Date		Time	
Comments / areas to examine					
Decision: Accept	<input type="checkbox"/>	Further interview	<input type="checkbox"/>	Reject	<input type="checkbox"/>
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		

