

Vaughan Lee House

Registered Manager: Mrs Karen Roberts

APPLICATION FOR EMPLOYMENT *(all information will be treated in confidence)*

IT IS A LEGAL REQUIREMENT THAT ALL STAFF ARE FULLY VACCINATED AGAINST COVID19
 ARE YOU FULLY VACCINATED ? : YES NO DELETE AS APPROPRIATE

Full Name:			
Position applied for:			
Available date to start employment:			
Prepared to work: (please circle)	Full time	Part time	Shift work
Address:			
Telephone:			
Email address:			
Nationality:			
National Insurance No:			

EDUCATION

Qualification & Colleges attended: *(please provide documentary evidence of qualifications)*

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CURRENT EMPLOYMENT: From To

Present Employer & Address	
Notice required:	
Position held:	
Salary/Wage:	
Description of duties and responsibilities:	

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PREVIOUS EMPLOYMENT: From		To
<i>(Please complete in full with your most recent job and give reasons for any gaps in employment. Use an additional sheet if necessary)</i>		
Previous Employer & Address		
Position held:		
Salary/Wage:		
Description of duties and responsibilities:		

PREVIOUS EMPLOYMENT: From		To
Previous Employer & Address		
Position held:		
Salary/Wage:		
Description of duties and responsibilities:		

PREVIOUS EMPLOYMENT: From		To
Previous Employer & Address		
Position held:		
Salary/Wage:		
Description of duties and responsibilities:		

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INTERESTS/HOBBIES

REFEREE ONE:

(Please give name and address of two referees who are not related to you and if recently employed, one must be your last or current employer).

Name:

Job Title:

Organisation:

Address:

Telephone number:

REFEREE TWO:

Name:

Job Title:

Organisation:

Address:

Telephone number:

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RELEVANT SKILLS:

(List relevant skills you may have)

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CRIMINAL CONVICTIONS:		
Do you have any criminal convictions? <i>(Circle as appropriate)</i>	No	Yes <i>(please give details below)</i>
<p>This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Owing to the nature of the establishment, your entitlement to withhold information about convictions, which for other purposes are “spent”, does not apply. Please detail any convictions below. Failure to disclose convictions may lead to dismissal. Disclosures will be treated in strict confidence and will be considered only in relation to this application.</p>		
Convictions:		

DISCLOSURE AND BARRING SERVICE (DBS)

Any person offered employment will be required to complete and lodge with us a DBS Disclosure Application form before starting work and will be made aware of the DBS code of Practice. We will not discriminate unfairly against any person on the basis of information revealed by a DBS disclosure. Our Criminal Records Policy is included with the other papers relating to your application.

DECLARATION:

I declare that to the best of my knowledge and belief the information given is true and complete and I understand that any misrepresentation or non-disclosure will invalidate my application and that if I become employed, could lead to dismissal. I confirm that I am prepared to undergo a medical examination if required and also that to the best of my knowledge and belief, there are no medical reasons which might prevent me from undertaking the duties of the position, save as disclosed in this application. I hereby give my consent to the collection, storage and processing of any personal data.

Signature of Applicant: _____

Date: _____

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EQUAL OPPORTUNITIES:

In line with the Equal Opportunities policy of Vaughan Lee House, to ensure that we do not discriminate against you and any other applicant and to ensure our policy is working, we require your co-operation in completing and returning this form to us with your application. The information you provide is held in strictest confidence. Relevant information which is not fully disclosed could jeopardise your employment with us.

Post Title: _____

Female/Male/Other _____

Date of birth: _____

Ethnic origin			
I would describe my ethnic origin as: (PLEASE TICK ONE ONLY)			
<u>White</u>	British	Irish	Other white
<u>Mixed</u>	White & Black Caribbean	White & Black African	White Asian
<u>Asian</u>	Indian Asian British	Pakistani Other Asian	Bangladeshi
<u>Black or Black British</u>	Caribbean	African	Other Black
<u>Chinese or other ethnic group</u>	Chinese	Other ethnic group	
Other ethnic group (please supply details)			

Do you consider yourself to be a disabled person? YES NO

Do you have any impediment or beliefs which might hinder your fully functioning in the role for which you are applying? YES NO

If YES give details: _____

