

Application for employment

Application for employment as: _____

Personal Details

Name:	_____		
Address:	_____		

	_____	Postcode:	_____
Phone	_____	Mobile:	_____
Email	_____		

Education and training

Details	Where and when obtained

Qualifications

Details	When obtained

Employment History

Most recent: No approach will be made to your present employer before an offer of employment is made to you.

1. Company _____ Address _____
 Contact _____
 Employed from _____ To: _____
 Salary _____ Postcode _____
 Email _____
 Job title _____
 Duties _____

 Reason for leaving _____

2. Company _____ Address _____
 Contact _____
 Employed from _____ To: _____
 Salary _____ Postcode _____
 Email _____
 Job title _____
 Duties _____

 Reason for leaving _____

3. Company _____ Address _____
 Contact _____
 Employed from _____ To: _____
 Salary _____ Postcode _____
 Email _____
 Job title _____
 Duties _____

 Reason for leaving _____

Other relevant information

Please tell us about other jobs you have done and about the skills you used and/or learned in previous jobs.

Please tell us why you applied for this job and why you think you are the best person for the job.

References

Please provide two referees who can comment on your character in addition to your most recent employer. We will not contact your referees or most recent employer without your permission.

1. Name: _____
 Address: _____

 Phone _____ Mobile: _____
 Email _____

2. Name: _____
 Address: _____

 Phone _____ Mobile: _____
 Email _____

Assistance

Do you consider yourself to have a disability? Yes / No
 Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process.

Availability

Please tell us if there are any dates when you will not be available for interview

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal. I understand that a firm offer of employment will be dependent on satisfactory references, including from my most recent employer, and an appropriate level of DBS Criminal Record check. By signing this form I confirm I am not barred from working with vulnerable adults and consent to reference checks, DBS checks and other appropriate checks being made. By signing this form, I confirm that I am entitled to work in the UK and will provide proof of this if I am offered employment. By signing this form, I agree that Oak Retirement Ltd. and Friary Meadow Ltd can use and store the information provided in connection with my application for employment and, if an offer of employment is made and accepted, it will become part of my employment records. If I am not offered employment the information will be retained until the recruitment process is completed.

Signature

Date:

Post or email the completed form using the details at the top of the page

The remainder of this form is to ensure that the recruitment process is fair and is part of our equality and diversity monitoring process. You do not have to complete it but it will help us if you do.

Equality and Diversity

The following information is entirely voluntary and will not be used in the recruitment process other than to ensure that our recruitment process has been fair and balanced.

You can leave this form blank if you prefer not to answer these questions.

Your name: _____

Your age (you can choose not to disclose): _____

Your gender (you can choose not to disclose):

Male	<input type="checkbox"/>
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Female	<input type="checkbox"/>
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Transgender	<input type="checkbox"/>
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Your sexual orientation (you can choose not to disclose):

Bisexual	<input type="checkbox"/>
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Gay	<input type="checkbox"/>
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Lesbian	<input type="checkbox"/>
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Heterosexual	<input type="checkbox"/>
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Other	<input type="checkbox"/>
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Your religion of belief (you can choose not to disclose):

None	<input type="checkbox"/>
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Christian	<input type="checkbox"/>
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Muslim	<input type="checkbox"/>
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Jewish	<input type="checkbox"/>
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Other	<input type="checkbox"/>
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How would you describe your ethnicity (you can choose not to disclose)?