



Trevanion House Application Form

Thank you for your interest in working for Trevanion House.
Please complete this form in **BLACK INK** Please attach separate pages, if necessary, to support your application.

Position Applied For:

9) References

Please give the names of two people who may be approached for a reference. These must include your most recent employer and not friends, relatives or colleagues.

Name

Address

..... Telephone

In what capacity do you know this person?

Name

Address

..... Telephone

In what capacity do you know this person?

References will not be contacted unless job offer made

10) Convictions

You are required to disclose all criminal convictions, including any which may be spent under the Rehabilitation of Offenders Act 1974. This Act, together with subsequent Orders, requires that you disclose all convictions whenever they occurred

Any information that you provide will be treated as strictly confidential and will be considered only in the context of employment at Trevanion House.

Have you ever been convicted of a criminal offence, or cautioned?

Yes No

If yes, please give details of any criminal convictions or cautions

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11) Declaration

I understand that, to the best of my knowledge, all information given by me on this application, including the medical information is true. I understand that, if I have made a false statement or have deliberately omitted any information, or if any information is misleading in any way, this may be sufficient cause for the rejection of my application or if I am already employed by Trevanion House, dismissal by Trevanion House.

Signature Date

Data Protection Act - The information contained in this application form will be used by Trevanion House for the purposes of processing your application, assessing your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment services

If you are unsuccessful in your application, this form will be kept on file for up to 1 year for any suitable alternative posts that become vacant. If you do not want your application to remain on file, please tick the box, in which case your application will be destroyed after 6 months.

1) Personal Details

Surname Title

Forename(s) Date of Birth

Address

..... Postcode

Telephone number Mobile telephone number

Email address

Preferred Contact Method Post Email Home phone Mobile

What type of UK driving licence do you hold?

Provisional Full None Other

Do you own or have use of a car?

Yes No

Do you have any endorsements or convictions or any other reason why you would be unable to drive as part of your employment?

Yes No

2) General education, qualifications and training

Please list all relevant qualifications gained and grades achieved

School/college/university	Dates to and from	Qualifications and grade achieved

Please list all relevant training courses you have completed

Course Title	Date completed	Details of training

Successful applicants will be asked to provide proof of qualifications

3) Details of current or most recent employment

Name of employer

Address

..... Postcode

Job Title

Salary/hourly rate

Employment start date Employment end date

Reason for leaving

Summary of main duties

.....

4) Details of other/previous employment

Please provide details of past work including voluntary, holiday, home based or part time work. Going back 5 years. Please give an explanation for any gaps. Continue on a separate sheet if required.

Employers name and address	Dates to and from	Final Salary	Summary of duties	Reason for leaving

5) Skills, knowledge, experience and personal qualities

Please tell us why you are applying for this post

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What personal qualities and skills do you have that you will bring to Trevanion House?

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Please provide any other information in support of your application

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(Use continuation sheet if required)

6) Health

Please provide details of all sickness absence in the last 2 years

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If you have not worked in the last 2 years, please provide details of any significant illness.

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7) Leisure activities and interests

Please tell us about your leisure activities, interests and hobbies.

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8) Other Information

Have you ever been known by name other than that shown on this application form (maiden name, adoptive or common law name or previous married name for example)?

Yes No

If yes, what was the name?

Are you related to any member of staff already working at Trevanion House?

Yes No

If yes, please give details (canvassing will disqualify you)