



APPLICATION FOR EMPLOYMENT

POST APPLIED FOR:		National Insurance No.
PERSONAL		
Surname:	Forenames	Title: Mr, Mrs, Miss, Ms, Other:
Address:	Name & Address of Next of Kin:	
Tel No:	Tel No:	Relationship:
Email:		
Do you have a current driving licence? YES / NO If YES, please give details, including any endorsements		
RELATIVES		
Are you related to any current or previous employees of the Chaseley Trust, service users, volunteers or Board members? YES/NO If Yes, please provide details		
EDUCATION		
Schools Attended:	Qualifications (including grades)	
Colleges/Universities Attended:	Subjects taken & Qualifications :	

Qualified Nurses/Professional Staff			
Name of Training School :			
Date of Qualifying:	PIN No:	Expiry:	
Other Training:			
EMPLOYMENT HISTORY <i>(Starting with current employer - please continue on a separate sheet if necessary)</i>			
Dates From – To	Name & Address of Employer:	Job Title & Duties	
Reason for Leaving:			
Notice required:		Current Salary:	
Reason for Leaving:			
Reason for Leaving:			
EMPLOYMENT GAPS <i>(Please be sure to account for any periods when you were not in employment e.g study, unemployment, childrearing etc)</i>			

REFERENCES

Please give the names, addresses, email addresses (if possible) and phone numbers of three persons from whom we may obtain employment references. References must cover all of the last 5 years. **One of the referees must be your current/previous employer.** Please note that we are unable to issue an employment contract until we have received references we consider satisfactory. NB We will only consider character or education references if you have not had 3 employers)

<p>1. Name Job Title Address</p> <p>Phone Number Email</p> <p>Relationship to you</p>	<p>2. Name Job Title Address</p> <p>Phone Number Email</p> <p>Relationship to you</p>
<p>3. Name Job Title Address</p> <p>Phone Number Email</p> <p>Relationship to you</p>	<p>4. Name Job Title Address</p> <p>Phone Number Email</p> <p>Relationship to you</p>

LEISURE

Please note here your leisure interests, sports and hobbies, other pastimes etc.

ELIGIBILITY TO WORK IN THE UK

Do you have an unrestricted right to work in the UK? **YES / NO**
 If NO, on what basis can we employ you?

Please note that, in order to comply with the requirements of the Border and Nationality Agency, we will require you to provide evidence of your right to work in the UK at interview

Supporting statement *(please continue on a separate sheet if necessary)*

With reference to the job description and person specification, please detail here your suitability for the role you have applied for, your main achievements to date and the strengths you would bring to this post. Please use examples from previous employment, study and any unpaid relevant roles.

THE REHABILITATION OF OFFENDERS ACT 1974

By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the provisions of Section 4.2 of the Rehabilitation of Offenders Act 1974 do not apply to any employment which is concerned with the provision of health services and which is of such a kind as to enable the holder to have access to persons in receipt of such services in the course of his/her normal duties. Your answer to the following question should include any 'spent' convictions.

Please note that all applicants are subject to and enhanced Disclosure and Barring Service checks.

Have you ever been cautioned or convicted of a criminal offence? **YES/NO**

If **YES**, please give details:

DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give the Chaseley Trust the right to terminate any employment contract offered.
2. I confirm that, if offered employment as a care worker, I am 18 years of age or older.
3. I agree that the Chaseley Trust reserves the right to require me to undergo a medical examination following an offer of employment should I be successful.
4. I agree that the information provided in this application form may be processed by the Chaseley Trust in relation to my application for this post to assist in the decision making process. I further expressly agree that, should it be necessary to validate any of the information provided herein, the employer may release this information for verification purposes. If successful in my application, it is agreed that any information provided will be retained by the Chaseley Trust in a secure confidential file and the contents only used for necessary business purposes subject to my express consent for disclosure where necessary.

Signed: Date:

OFFICE USE ONLY

1st Interview date: 2nd Interview date:

Notes on Interviews:

Offer Letter:	Y/N	References:	Y/N
Acceptance:	Y/N	Medical:	Y/N
Rejection Letter:	Y/N	DBS:	Y/N