



## APPLICATION FOR EMPLOYMENT

<b>POST APPLIED FOR:</b>		National Insurance No.
<b>PERSONAL</b>		
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		
<b>RELATIVES</b>		
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		
<b>EDUCATION</b>		
Schools Attended:	Qualifications (including grades)	
Colleges/Universities Attended:	Subjects taken & Qualifications:	

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

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

**LEISURE**

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

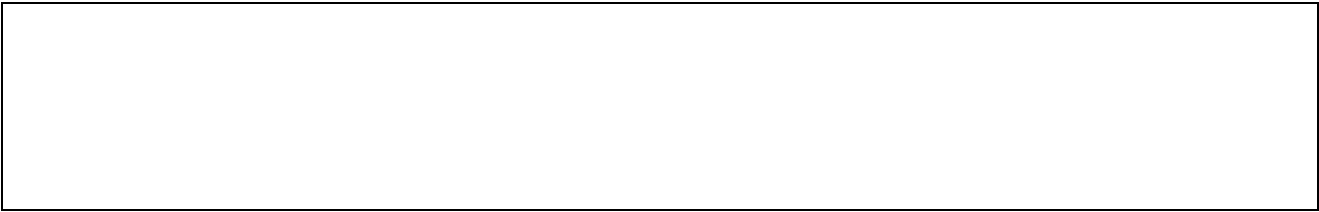
**ELIGIBILITY TO WORK IN THE UK**

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

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

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

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)?

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Y/N)?

If you have answered **yes** to either of the above please give further 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

1<sup>st</sup> Interview date:

2<sup>nd</sup> Interview date:

Notes on Interviews:

Offer Letter: Y/N  
Acceptance: Y/N  
Rejection Letter: Y/N

References: Y/N  
Medical: Y/N  
DBS: Y/N

