



**EMPLOYMENT APPLICATION FORM**

**CHESTERHOLM LODGE**  
10 Britten Road, Lee-on-the-Solent, PO13 9JU  
Tel: 023 9255 0169 / Fax: 023 9279 6812  
Email: [clarkebeccy@gmail.com](mailto:clarkebeccy@gmail.com)

All information will be treated as strictly confidential and no approach will be made to any person without your permission. Please print clearly.

<b>Position applied for:</b>	
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Your preferred working hours:			
Day Shifts (8-4) Preferred total hours	Yes	No	<input type="text"/> per week
Evening Shifts (4-10)	Yes	No	
Night Shifts	Yes	No	<input type="text"/> £
Weekends Your hourly rate expectation	Yes	No	
If you obtained the position, would you continue in any other employment?			<input type="text"/> Yes <input type="text"/> No
Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?			<input type="text"/> Yes <input type="text"/> No

## Personal Details

Title	First Name	Surname
Address	Tel	
	Mobile	
	Email	
Date of Birth	Nationality	National Insurance Number
Driving Licence held	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type of licence held <input type="checkbox"/> Full <input type="checkbox"/> Provisional
Please give details of any endorsements		
Please advise of any motoring prosecutions pending		

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Employment Application Form August 2016 V2

## Education and Training

School, College etc	Dates	Qualifications

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## Current or most recent employment

Employer	Period of Employment
Position and main responsibilities	
Have you given notice to your present employer? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
How soon could your new employment commence?	
Please give details of any existing holiday arrangements	
Please advise your reasons for leaving your present employment?	

## Previous Employment (past 3 years)

Name & Address of Employer	Position held (brief description of duties)	Employment period

Continued.....

Name & Address of Employer	Position held (brief description of duties)	Employment period
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## Qualifications

Please give details of relevant qualifications held

## Experience/Training

Please give details of relevant experience/training

## Referees

Please give name, address and telephone number of **TWO** referees – one of which must be your most recent employer

### Work Reference:

Name:

Address:

Tel No:

### Work OR character reference:

Name:

Address:

Tel No:

## Rehabilitation of Offenders Declaration

The provisions relating to the non-disclosure of criminal convictions do not apply to certain occupations and activities. The position for which you are applying is exempted under the "Rehabilitation of Offenders Act, 1974. Exception Order 75"

Therefore it is necessary for you to disclose any criminal convictions even if under the Rehabilitation of Offenders Act, that would otherwise be regarded as "spent"

NB – Any information disclosed will be taken into consideration but will not automatically prevent your application from proceeding. However, if you are appointed, failure to disclose criminal conviction could lead to the termination of your employment or service.

Have you been convicted of a criminal offence?

Yes

No

If yes, please give details of the conviction and the date(s)

*(This information is confidential and will only be considered in relation to this application)*

## Declaration

The information I have provided is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Signature		Date	
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*Please check that you have completed all sections correctly, in particular have you made it clear what position you are applying for?*

*Have you given details of previous employment and duties?*

*Have you provided TWO referees one of which must be your most recent Employer.*

***We cannot process applications without this information.***

*Successful applications will be subject to a Disclosure and Barring Service (DBS) formerly CRB check.*