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Job Application Form for the position of Registered Manager at The Lodge Residential Care Home: DBS applies to this post.

1. Title Mr [] Mrs [] Ms [] Other [] please specify []

2. PIN if applicable []

3. Surname []

Other Names []

4. Address []

Post Code []

5. Daytime/evening telephone number []

Mobile number []

6. Email address []

7. Full Driving Licence Held: YES/NO [] including any points and reasons for them []

8. Brief history of relevant employment or attach your CV.

Table with 3 columns: Employer, Position held, Dates and reasons for leaving

Employer	Position held	Dates and reasons for leaving

9. Do you hold a current passport? Yes No

10. Education, Training and qualifications with dates starting with current position

Date: University/College	Courses studied achieved gained	qualifications

11. Any other evidence to support your application.

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12. Please give names of 3 Referees

1 Name + position held Address Phone number Email address	
2 Name + position held Address Phone number Email address	
3. Name + position held Address Phone number Email address	

13. Rehabilitation of Offenders Declaration: the position applied for is exempt from the Rehabilitation of Offenders Act 1974. Therefore, it is necessary for you to disclose any criminal convictions, even if these convictions may be regarded as "spent". Any information will be taken into consideration and will be treated in the strictest confidence. If you are appointed, failure to disclose any criminal convictions could lead to termination of your employment.

Have you been convicted of any criminal offence?

 NO YES

If yes please give details:

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14. Disclosure and Barring Service (DBS) details

Have you received an **enhanced** DBS disclosure within the last six months? YES NO

Please fill in the DBS number (top right hand corner) and date below:

DBS disclosure number		Date of disclosure (dd/mm/yyyy)	
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Recruitment Policy

It is our policy to employ qualified personnel and provide equal opportunity for advancement of employees including promotion and training and we do not discriminate against any person, for example because of race, national origin, gender, sex or marital status.

I authorise The Manor Trust Bedhampton to obtain references to support this application and release the Trust and referees from any liability caused by the giving and receiving of information.

I confirm that to the best of my knowledge and belief, the information I have given on this form is correct. I understand that if I am appointed and this information is inaccurate, I may be liable to dismissal.

Signed	Dated
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NB: Personal Information appertaining to each individual employee is kept in individual personnel files under lock and key. This file contains all relevant information including application forms, references, etc and may be seen by the employee on request at any convenient time. Please note that we do not divulge anyone's details to a third party.

Please attach your CV to the Application Form and send both to:

The Trust Manager
Trust Office
The Elms
2 Lower Road
Bedhampton
Havant
Hampshire PO9 3LH

Thank you for applying for this post. We will be in touch as soon as possible.
