##### CONFIDENTIAL

POSITION APPLIED FOR: IT Business Administrator

Application for Employment

This form will be kept in accordance with the Data Protection Act (1984). You are advised that you have the right of access to information from this application form. The home aims to satisfy the needs of its residents by providing equal opportunities for applicants irrespective of their sex, age, marital status, racial or ethnic origin, physical disability, sexual orientation, religious beliefs or political opinions.

# Personal Details

Surname: Enter Surname

First Name: Enter First Name

Address: Type Address

Post Code: Enter Post Code Home telephone no: Enter Home Phone Number

Mobile telephone no: Enter Mobile Phone Number

Email Address: Enter Email Address

How Long At This Address: Number years

# Education and Training

Complete the table below with all relevant qualifications gained. Use the same line for all qualifications of the same level that were gained at the same establishment or timescale e.g. GCSE’s

|  |  |  |  |
| --- | --- | --- | --- |
| **Name / Address of Establishment** | **Subject / Qualifications Gained and Grade** | **From** | **To** |
| Location | Subject | Click to enter date. | Click to enter date. |
| Location | Subject | Click to enter date. | Click to enter date. |
| Location | Subject | Click to enter date. | Click to enter date. |
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| Location | Subject | Click to enter date. | Click to enter date. |
| Location | Subject | Click to enter date. | Click to enter date. |

# Employment History (please explain any gaps)

Present or most recent employer Enter Company Name

Address Company Address

Position held: Job Title From: Click here to enter a date. To: Click here to enter a date.

Complete the table below with a continuous employment record in reverse order. For gaps in employment please use the position held field to give a reason. If more than one position was held at each employers use the most recent job title.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name / Address of Establishment** | **Position Held** | **From** | **To** |
| Location | Position | Click to enter date. | Click to enter date. |
| Location | Position | Click to enter date. | Click to enter date. |
| Location | Position | Click to enter date. | Click to enter date. |
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| Location | Position | Click to enter date. | Click to enter date. |
| Location | Position | Click to enter date. | Click to enter date. |
| Location | Position | Click to enter date. | Click to enter date. |

# Hobbies and Interests

Use this space to outline your hobbies and interests

Do you have a current driving licence? Choose an answer Time driving: Number years

Have you any endorsements? Choose an answer

# References

Please provide details of 3 referees who can provide information relating to your competence in this job role, one of whom should be your present or most recent employer.

1. Name: Enter Referee Name Position: Enter Position

Address: Enter Address

Organisation: Enter Organisation

Telephone No Enter at least one contact number

May we approach them prior to interview? Choose an answer

How long have you known the referee? Enter time period

When was the last time you saw this person? Answer

In what capacity did you know this person? Answer

1. Name: Enter Referee Name Position: Enter Position

Address: Enter Address

Organisation: Enter Organisation

Telephone No Enter at least one contact number

May we approach them prior to interview? Choose an answer

How long have you known the referee? Enter time period

When was the last time you saw this person? Answer

In what capacity did you know this person? Answer

1. Name: Enter Referee Name Position: Enter Position

Address: Enter Address

Organisation: Enter Organisation

Telephone No Enter at least one contact number

May we approach them prior to interview? Choose an answer

How long have you known the referee? Enter time period

When was the last time you saw this person? Answer

In what capacity did you know this person? Answer

Have you received any disciplinary action or had any complaints made against you? If so please state circumstances. Choose an answer

Please indicate below if you are currently or have ever been the subject of an investigation by your governing body (e.g. NMC for nurses)

Answer (give details)

**Rehabilitation of Offenders Act 1974**

By virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 1986, 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 the persons in receipt of such services in the course of his/her normal duties.

Do you possess or have you ever possessed a criminal conviction Choose an answer

Have you ever been subject to any conditional discharge, bindovers or cautions Choose an answer

If **Yes** please give details below.

**N.B.** Disclosure will be sought from the Criminal Records Bureau and if the declaration is found to be false, it could result in the termination of your employment.

Provide Details or state N/A

**Declaration**

I confirm that I am over 18 years of age, and that I am eligible to work in the United Kingdom.

I confirm that to the best of my knowledge, the information on this completed application form is true and correct.

Signature: Typed name will class as signature Date: Type Date

Application Form

**Question 1:**

**Describe your understanding of Thistle Manor - what we do and the purpose of the organisation?**

(max. 300 words)

Answer

**Question 2:**

**Explain why you feel you would be a suitable candidate for this role (with reference to the job description)?**

(max. 400 words)

Answer

Thank you for applying for this role. We will contact you regarding an interview if you have been successful at this stage.