

**82 / 84 Hurst Road, East Molesey, Surrey, KT8 9AH**

**Tel: 020 8979 3788**

**Email: rch@royalcambridgehome.org**

Application Form

Personal information (confidential)

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **Application for employment** | | | | | | | | | | | |
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| Return this form to: Ref No: | | | | | | | | | | | |
| Position applied for: | | | | | | | | | | | |
| **Personal details** | | | | | | | | | | | |
| Title: | |  | | | | | | | | | |
| Name: | |  | | | | | | | | | |
| Address: | | | | | | | | | | | |
| Email: | |  | | | | | | | | | |
| Telephone (Landline): | |  | | | | | | | | | |
| Telephone (Mobile): | |  | | | | | | | | | |
| National Insurance No: | |  | | | | | | | | | |
|  | | | | | | | | | | | |
| Do you hold a current driving licence? | | | | | | Yes | |  | No | |  |
| Groups: | | | | | | | | | | | |
| Expiry date: | | | | | | | | | | | |
| Details of endorsements (if none, please insert “N/A”) | | | | | | | | | | | |
| Do you have a current right to work in the UK? | | | | | | Yes | |  | No | |  |
| If no, please provide details. | | | | | | | | | | | |
| **Preferred working arrangement (please tick)** | | | | | | | | | | | |
| Full time |  | | Part time | |  | |  | | |  | |
| If you have ticked part time, please give details below of your preferred working hours | | | | | | | | | | | |
| **Education** | | | | | | | | | | | |
| Please provide your education history here: | | | | | | | | | | | |
| Schools/Colleges/University: | | | | | Qualifications gained: | | | | | | |
| **Employment history** | | | | | | | | | | | |
| Name of employer(s) and start date | | | Job title and main duties | | | | Date of departure and reason for leaving | | | | |
|  | | |  | | | |  | | | | |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **References** | | | | | | | | | | | |
| Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain both work and/or character references. One must be your last employer | | | | | | | | | | | |
| 1. | | | | 2. | | | | | | | |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: | | | | | | | | | | | |
| **Personal development** | | | | | | | | | | | |
| Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Statement of Suitability** | | | | | | | | | | | |
| State the reasons for which you consider that your experience, qualifications and ability render you suitable for the post. If necessary, continue on a separate page. | | | | | | | | | | | |
| **Data protection statement** | | | | | | | | | | | |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of your employment contract with us to process the information provided by you in this form.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. | | | | | | | | | | | |
| **Rehabilitation of offenders** | | | | | | | | | | | |
| Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition you are required to submit to a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential.  Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required).  If yes, please give details below. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Declaration** | | | | | | | | | | | |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report if required (in line with the operation of the Equality Act 2010). | | | | | | | | | | | |
| **Signed:** | | | | | | | | | | | |  | Date: |
| You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number. | | | | | | | | | | | |

Thank you for taking the time to complete this application form.

Once complete, please return by email to [rch@royalcambridgehome.org](mailto:rch@royalcambridgehome.org) or by post:

Royal Cambridge Home Ltd

82-84 Hurst Road

East Molesey

Surrey

KT8 9AH