



St Omer Residential Home  
Greenway Road  
Chelston  
Torquay  
Devon  
TQ2 6JE

Phone 01803 605 336  
Fax 01803 690 733

## APPLICATION FOR EMPLOYMENT

Please read these notes before you complete this application:

1. The accuracy of information provided in this application will form part of your contract of employment. Please ensure you complete every section.
2. Please use the boxes provided. For questions marked with an \* please circle your response
3. Please note that this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Due to the nature of our business your entitlement to withhold information about any convictions, which for other purposes are spent, does not apply.
4. Failure to disclose any convictions will be regarded as a gross breach of conduct and may lead to dismissal.
5. Any disclosures will be treated in the strictest confidence, will not necessarily preclude you from employment and will be considered only in relation to this application.

Thank you.

### The Position:

Position applied for  Available to start from

Available to work \* full-time/part-time/flexible hours  
day/evening/night/weekend shifts Weekly hours required

Days or times that would prove difficult for you to work

### Personal Details:

Mr/Mrs/Ms/Miss \* First Names  Surname

Address

Postcode

Telephone Home  Work  Mobile



Are you eligible for employment in the UK? \* Yes/No

Do you require a Work Permit to work in the UK? \* Yes/No

Are you able to perform all the tasks detailed in the Job Description provided to you?

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### Education and Training:

Schools attended from age 11

From	To	Name of School	Examinations Taken and Result

### Employment History:

Starting with your most recent employment please provide details of all employment since you completed full-time education. Please complete this section even if you are enclosing your curriculum vitae.

From	To	Employer Name & Address	Position(s) held and principal duties	Reason for Leaving



Salary from your most recent employment  per hour/week/month/year

Notice required by your current employer  days/weeks/months

### **Hobbies and Interests:**

What interests do you have outside of work?

### **Knowledge, Skills and Experience:**

Please tell us why you are applying for this position, showing how the knowledge, skills and experience you have gained from previous employment and/or voluntary/community work will help you in this post.

### **Criminal Convictions:**

Please ensure you have read notes 3, 4 and 5 on the first page of this application before completing this section.

Do you have any convictions to disclose?\*                      Yes/No

Any information should be given on a separate sheet and attached to this application.

### **Referees:**

Please provide details of two persons, who must not be family members, who have known you for more than two years and who we can approach for references.

We will also require a reference from your current, or last, employer but we will not contact them without your prior approval and then only after an offer of employment has been made.



	First Referee	Second Referee
Name		
Address		
Telephone		
Known since		
In what capacity		

**Declaration:**

I declare that the information given in this application for employment is true and accurate, especially in respect of criminal convictions.

I understand that any form of misrepresentation, provision of false information, or non-disclosure of any relevant facts known to me now or during the appointment process may prejudice my application and if appointed will be regarded as a gross breach of conduct which may lead to my dismissal.

I understand that any offer of employment will rely upon the information provided in this application for employment, will be subject to receipt of satisfactory references.

I understand that, if I become an employee:

1. I must consent to a search request about me being submitted to the Criminal Records Bureau.
2. I will be required, at my own expense, to supply my employer with a copy of my Birth Certificate and a copy of my Passport (if I have one) and/or a recent photograph of myself.
3. I have provided information on this form that will be used to compile my Personnel File, which may be stored on a computer.

Signed

Date