



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

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?



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

Notice required by your current employer days/weeks

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