

Holly Tree Lodge Residential Home

Proprietors: Mr. & Mrs. J. Vieites

Manager: Mrs. P. Allsop

2 Thornhill Road, Derby, DE22 3LX
Tel: 01332 382660 | Fax: 01332 382671

EMPLOYMENT APPLICATION

PLEASE COMPLETE IN CAPITALS WITH BLACK INK

YOUR PERSONAL DETAILS

Surname		First Name in Full (no nick names)	
Previous names (Maiden etc)		National Insurance Number	
		Home Tel No.	
No: of Dependants		Dependants Ages	
Marital Status		Nationality and Religion	
Do you have use of a car?		Do you hold a full license?	
Address:	Any physical condition which may limit your ability to perform the duties of the position sought:		
	YES / NO If yes what And describe how you would still be able to carry out the duties (overleaf)		

THE POSITION SOUGHT

The Position your applying for	
When will you be available for work?	
Do you have any commitments i.e. Holidays booked	
Have you worked for us before?	
If yes please state in what capacity and when.	

EDUCATION

<u>Secondary Education</u>	<u>From</u>	<u>To</u>	<u>Course & Results</u>
<u>College/University</u>	<u>From</u>	<u>To</u>	<u>Courses & Results</u>
<u>Further Education</u>	<u>From</u>	<u>To</u>	<u>Courses & Results</u>
<u>Training Courses Completed</u>	<u>From</u>	<u>To</u>	<u>Course Results</u>

YOUR EMPLOYMENT HISTORY

(Most recent employer first)

Employer Name Address & Tel No	Contact Name	Period From – To	Position	Leaving Salary	Reason for leaving

YOUR REFERENCES

	Current employer (last if unemployed)	One other (not a friend or relative)
Full name		
Years worked Known me for		
Address		
Occupation/Position		
Telephone No:		

Notice required to current employer (if applicable) _____ Weeks

Do you have criminal convictions:

YES / NO

If YES give details on a separate piece of paper

This post is exempt for the provision of section (2) of the rehabilitation of offenders act 1974. Due to the nature of the establishment your entitlement to withhold information which for other purposes are 'spent' does not apply. Please detail any convictions below; failure to do so may lead to dismissal. Any disclosures will be treated in strict confidence and will be considered only in relation to this application.

CRB CHECK

The nature of the Business requires a criminal records check due to the fact that you will be working with vulnerable people.

This check is chargeable to you at £50 we require £25 at the time of returning your CRB application and the remaining £25 will be deducted from your first months wages.

YOUR DECLARATION

I Declare that to the best of my knowledge & belief that the information given is truthful & complete & I understand that employment will be considered subject to the particulars being correct and subject to a 3 month trial period.

I give my permission to contact current or previous employers & referees.

Date

Signature