



Abbeyfield Loughborough Application for Employment

Please make every effort to complete this form fully so that we can process your application as soon as possible.

Employee Details

Title			
First Name			
Surname			
Gender			
Date of Birth			
Birth Place			
Contact Telephone Number			
Email address			
Vacancy Reference		NI Number:	
Present Address:		Postcode:	

Your Employment History

Starting with your most recent job, please provide details of your employment over the last 5 years.

Name of Employer			
Address of Employer			
Reason for leaving			
Dates employed		From:	To:
Approx Annual Salary	£	Notice Period	

Name of Employer			
Address of Employer			
Reason for leaving			
Dates employed		From:	To:
Approx Annual Salary	£	Notice Period	

Name of Employer			
Address of Employer			
Reason for leaving			
Dates employed		From:	To:
Approx Annual Salary	£	Notice Period	

Your Education History

Name of School/ College/ University attended			
Address of School/ College/ University attended			
From		To	

Name of School/ College/ University attended			
Address of School/ College/ University attended			
From		To	

Name of School/ College/ University attended			
Address of School/ College/ University attended			
From		To	

Your References

Please provide us with details of two business references and one personal character reference below.

Business Reference One:

Full Name	
Organisation Name	
Position in the Organisation	
Address	
Telephone	
Email Address	
Can we contact this referee before interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Business Reference Two:

Full Name	
Organisation Name	
Position in the Organisation	
Address	
Telephone	
Email Address	
Can we contact this referee before interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Personal Reference:

Full Name	
Relationship to you	
Address	
Telephone	
Email Address	
Can we contact this referee before interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Supporting Information

Using the job description and personal specification as a guide, please tell us why you think you are suitable candidate for this role. Please include your key achievements, what contributions you could make to the organisation and any other relevant information, linking them duties, responsibilities, and criteria for the role.

Declarations

Are you related to any of the following at Abbeyfield?

Full Name	
Relationship to you	
Position	<input type="checkbox"/> Abbeyfield Staff Member <input type="checkbox"/> Abbeyfield Board Member <input type="checkbox"/> Abbeyfield Resident

Full Name	
Relationship to you	
Position	<input type="checkbox"/> Abbeyfield Staff Member <input type="checkbox"/> Abbeyfield Board Member <input type="checkbox"/> Abbeyfield Resident

Do you have, or have you ever had any criminal cautions and/or convictions?

Do you have, or have you ever had any criminal cautions and/or convictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you registered with the DBS update service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Registration Number	

How did you hear about this job?

Source	Tick One
Through a friend	
Indeed	
Search Engine (Google/Bing)	
Social Media	
Other (please explain)	

I declare I have answered all questions fully and truthfully and understand that false or misleading information will lead to my disqualification. Under the Data Protection Act 1998, I understand that personal information about me may be held on or verified by computer for personnel/ employee administration purposes, including analysis for management purposes and statutory returns.

Candidates Signature	
Print Name	
Date	

Contact Information

Email	Tess.atwall@abbeyfieldloughborough.co.uk
Telephone	01509 266605
Address	The Abbeyfield Loughborough Society Limited 42-44 Westfield Drive Loughborough, Le11 3QL