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| --- | --- | --- | --- |
| *PLEASE FIRST READ THE INSTRUCTIONS AT THE BOTTOM OF THIS FORM FOR THE BEST WAY FOR YOU TO SUBMIT IT.* | | | |
| *YOUR APPLICATION FORM. Details will be treated as CONFIDENTIAL* | | | |
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| **COURTLANDS CARE HOME - ONLINE SHORT APPLICATION FORM** | | | |
|  | | | |
| Post Applying For: | |  | |
|  | | | |
| First Name |  | | |
| Surname |  | | |
| Address |  | | |
|  |  | | |
|  |  | | |
| Postcode |  | | |
|  | | | |
| Home Tel |  | | |
| Mobile |  | | |
| Email address |  | | |
|  | | | |
| ***Employment Record*** | | | |
| Last or Current Employer | |  | |
| Address | |  | |
|  |  |
| Job Title | |  | |
| Main duties & responsibilities | |  | |
| Dates employed from/to |  |  |  |
| Reason for leaving | |  | |
| **Employment history: Please detail previous 3 years** | | | |
| Name of Employer | Dates: | Position Held  Main Duties & Reason for leaving | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  | | | |
| ***Education and Qualifications*** | | | |
| Please tell us about your most recent & relevant education |  |  |  |
| College / University /Senior School | | Dates Attended | Qualifications gained |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | | | |
| **References** | | | |
| Please be prepared to bring to interview the names and addresses of two people who have consented to be approached for a reference on your behalf. The first one should be your current or most recent employer. No approach will be made for references before an offer of employment has been made to you | | | |
|  | | | |
| **Criminal Convictions** | | | |
| A Disclosure from the ***Disclosure Barring Service (DBS)*** will be required in the event of a successful application and a job offer being made | | | |
| **Have you had any convictions?** | | |  |
| If yes please list any criminal offences (spent\* or otherwise) | | | |
|  | | | |
| \*Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the ***Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975*** therefore you are not entitled to withhold information about convictions which,for other purposes, are spent under the provisions of the Act, and in the event of the employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies | | | |
|  | | | |
| **Work Permit** | | | |
| **Do you need a work permit to work in the UK?** | | |  |
|  | | | |
| **Declaration** | | | |
| I declare that the information I have given in this application is correct to the best of my knowlewdge | | | |
| Signed (or type your name) |  | | **Date** |
| INSTRUCTIONS   1. Handwritten and post or delivered.    1. Print blank form from your web browser, complete the form by hand, sign declaration and post/hand deliver to us 2. By Computer    1. Download the file from your web browser and 'save as' something you will remember into your computers C: drive calling the file something you will remember. In Word complete the form, write your name in the declaration and save.    2. Now you can either upload your CV file and job application file to use via the website at the bottom of the Job Opportunities page. Or having completed and saved the form email it to us at info@courtlandscarehome.com 3. By Mobile or Tablet    1. Download the file from your devices browser you should be able to complete the form in a Word compatible app in your device. Name & save the form and upload it to us from our Job Applications Page. You can also upload your CV if you have it on your phone or tablet     Don’t struggle give us a call and we will try to help you 01736 710476  Please return your completed application to the Administration Office, Courtlands Care Home Rosudgeon Penzance TR20 9PN | | | |