

# Employment Application Form

## Position you are applying for:

Thank you for your interest in employment with The Burton at Bideford. Please complete this application form in as much detail as possible, as we will use it to shortlist candidates.

## Education and qualifications *(most recent first)*

*Where applicable please include details of examinations that have been taken or you are about to take. If results are not yet known, include date the results will be received.*

Name of university/ college/ school	Subject	Qualifications	Result	Date

## Training/ professional qualifications

*Please give details of any other training you have undertaken that may support your application. Include details of Membership or affiliation to any professional institutions*

Details of training completed	Grade/result	Date

## Present employment

Employer's name and full address:

Date appointed:

Your Position:

Main duties and responsibilities

**Previous employment** *(most recent employer first)*

Employer	Position Held & Responsibilities	Dates	Reason for leaving

**Skills, experience and knowledge** - *gained through paid and unpaid employment, education, and leisure interests relevant to the position for which you are applying. Please use a maximum of 2 pages of A4 in 12-point font:*

**Additional information**

*Please use this space to tell us anything else about yourself that would support your application. This may include information that is not specific to the post for which you are applying, but may benefit the company in other ways.*

**References**

References will be requested if shortlisted.

**Declaration:**

The information provided in this application form will be used to assess your suitability for the post applied for and to follow up the references. The information will be held in secure databases.

If successful, we may also use this information when considering your future training and development.

Online applications

You will be required to sign this application if shortlisted and attend an interview.

I confirm that the information provided on this form is correct to the best of my knowledge:

**Signed:****Date:****Your Title: (i.e.Ms/Mr/Dr)****Your Full Name:****Your Full Address & Postcode:****Telephone:****Email:**

# Diversity Monitoring Form

## Position:

(For office use only) Ref No:

We work to offer equal opportunity in employment. To help us monitor the effectiveness of our policy please take a few moments to complete the information below. This information will remain confidential, and will be detached from your application form before consideration by those making decisions about this post. It is optional to complete this form

## Age:

## Gender - please underline or highlight to select.

Gender at birth:            Male    Female

Sexual Orientation:      Heterosexual    Homosexual    Bisexual    Transgender

## Ethnic origin

White:                      British    Irish    Gypsy or Irish Traveler    Other white origin:

Black British:              Black Caribbean    Black African    Other Black origin:

Dual Heritage:              Please specify:

Asian or Asian British:    Indian    Pakistani    Bangladeshi    Other Asian origin:

Other Ethnic Group:      Chinese    Arab    Other ethnic origin:

## Religion/Belief

No Religion    Christian (all Christian Denominations)    Buddhist

Hindu    Jewish    Muslim    Sikh    Please specify other religion:

## Disability

Do you consider yourself to have, or have had a disability?    Yes    No

If yes, please outline any reasonable adjustment that could be made to assist you in this role.

If invited to interview would you need any particular arrangements?

**Additional questions:**

Do you require a work permit?      Yes      No

If yes, do you hold a work permit?    Yes      No

If yes, when does your work permit expire?

Have you been convicted of any criminal offences (which are not yet spent under the Rehabilitation of Offenders Act 1974)?

Yes      No      If yes please give details:

Please give dates when you are not available for interview:

If selected, when could you start? (Give notice period if applicable):

Where did you see this post advertised?

**Data Protection**

The information on this form will be recorded confidentially on a secure database and in your personnel file if appointed. It will be used to monitor the effectiveness of our recruitment processes and to produce statistics about our team. The information will only be used to monitor broad trends. It will not be used in consideration of your pay, promotion, training or development.

In accordance with the UK Data Protection Act 1998 we will not share any of your personal data with external sources without first seeking your permission. By making this application you imply consent for the Burton at Bideford to process your personal data for the purposes of considering your suitability for this job vacancy. If shortlisted we will contact you to attend an interview.

Information of applicants who do not go onto to become employees will be retained for up to 6 months after they are received. The Burton at Bideford is GDPR\* compliant and will actively protect your private information.

\* 2016 EU regulation called the General Data Protection Regulation.

**Thank you for taking the time to complete this form.**