



*The Spinney Residential Home*  
*Care as it should be*

**Job Application Form**  
**STRICTLY PRIVATE & CONFIDENTIAL**

Title of post applied for:		Job Ref:	
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Before completing this form, please read the accompanying guidance notes. Please write clearly in black ink or type.

**Confidential**

**1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)**

Surname:		Initials:	
Former surnames if different:		Title Mr/Mrs/Miss etc	
Address:		Tel No (home):	
		Tel No (business):	
		Tel No (mobile):	
		Date of Birth	
E-Mail address:		Nat. Insurance No:	
Nationality:		If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.	
Do you need a work permit to be employed in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post.)	
Where did you learn of the post?			

## 2. EDUCATION AND PROFESSIONAL QUALIFICATIONS

(Original documents as proof of qualification will be required at interview.)

Secondary School / College / University	Examinations taken	Result

Professional Qualifications currently held: how obtained and grade:

Other relevant Educational or Training Courses:

### 3. PRESENT POST

Title of Post:		Salary/Grade:	
Name of Employer:		Business of Employer:	
Address:		Date Commenced:	
		Date Ended (if applicable):	
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):			
Reason for leaving or wishing to leave:			
Period of notice required to terminate present employment:			
Please notify us of any dates you are available for interview:			

**IMPORTANT NOTE :** You must provide your FULL employment history (from your first employment to date)

**When listing your previous employment you MUST show continuous employment and provide details of any gaps in employment on this application.**

**You will be questioned at interview on any gaps in your employment history and asked to give any explanation(s).**

#### 4. PREVIOUS EMPLOYMENT

(Please use continuation sheet if necessary.) **YOU MUST PROVIDE A FULL HISTORY FROM YOUR FIRST JOB TO DATE & ALSO DETAIL ANY GAPS**

Name & Address of Employer	Date From (month)	To (year)	Position held	Reason for leaving

Description of duties:

Name & Address of Employer	Date From (month)	To (year)	Position held	Reason for leaving

Description of duties:

Name & Address of Employer	Date From (month)	To (year)	Position held	Reason for leaving

Description of duties:

Name & Address of Employer	Date From (month)	To (year)	Position held	Reason for leaving

Description of duties:

**PREVIOUS EMPLOYMENT - CONTINUED**

(Please use continuation sheet if necessary.) **YOU MUST PROVIDE A FULL HISTORY FROM YOUR FIRST JOB TO DATE & ALSO DETAIL ANY GAPS**

Name & Address of Employer	Date From (month) To (year)	Position held	Reason for leaving

Description of duties:

Name & Address of Employer	Date From (month) To (year)	Position held	Reason for leaving

Description of duties:

Name & Address of Employer	Date From (month) To (year)	Position held	Reason for leaving

Description of duties:

Name & Address of Employer	Date From (month) To (year)	Position held	Reason for leaving

Description of duties:

**5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB**

**6. OTHER INFORMATION**

What activities outside work interest you? (State any positions held you consider relevant.)

Do you hold a current driving licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have access to a car?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**Disabilities**

If selected for interview, do you require any special arrangements to be made on account of a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfill our obligations under the Equality Act 2010:

## 7. REFERENCES

### Referee 1 (LAST EMPLOYER)

### Referee 2 (CHARACTER REFERENCE)

Title (Mr, Mrs etc):		Title (Mr, Mrs etc):	
Full Name:		Full Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
Tel No:		Tel No:	
E-mail address:		E-mail address:	
Fax No:		Fax No:	
Please state if we may obtain this reference prior to interview.		Please state if we may obtain this reference prior to interview.	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

## 8. DECLARATION

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature:		Date:	
Name:			

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment.