



Where caring really matters

Application For Employment

Position applied for:		Available to take up employment (date):	
Surname:		Forenames:	
Address:		Daytime Telephone No:	
		Home Telephone No:	
		Mobile Telephone No:	
		Email	
Date of Birth:		Marital Status:	
Do you need a work permit to work in the UK?			
Are you in good health?			
Record of all past and current illness's			
Do you suffer from any back/neck injuries?			
Do you suffer from any skin conditions? ie; dermatitis etc			
Are you registered disabled?			
National Insurance No:			
Immunisation Status:			
Influenza	YES/NO	Date:	
Hepatitis	YES/NO	Date:	
Tuberculosis	YES/NO	Date:	
Varicella (shingles)	YES/NO	Date:	
Tetanus	YES/NO	Date:	

Declaration

Chrislyn House reserves the right to verify the accuracy of information provided. Failure to disclose information or the discovery of any false claims may lead to an offer of employment being withdrawn or employment being terminated. I hereby declare this information is complete and correct to the best of my knowledge.

Signed:

Date:

How did you learn of the vacancy?
Please specify publication(s).

Please return to:
Ms Karen Stanton
Chrislyn House
14 Rosemary Road
Clacton on Sea
Essex CO15 1NX

Employment

Present/most recent employment (delete as applicable)

Employer and Address

Title of Post:

Date Appointed:

Name of Line
Manager:

Salary:

Notice to be given

Reason for leaving

Duties of Post

Previous Employment (Beginning with post previous to above)

Please provide details of last 10 years employment including reason for any gaps in employment.

Continue on a separate sheet if necessary.

Dates (start & finish)	Employer and Address (and nature of business)	Position	Main Duties	Salary	Reason for leaving

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Have you ever been dismissed from a previous employer or had any warnings issued to you in relation to your conduct, capability or performance in the last 10 years of employment?

References

References for the successful candidate will be taken up at the interview. One reference should be from your current Employer and the other from your Employer/Manager at your next most recent place of work. Please do not include relatives, personal friends or colleagues (work).

Name	Name
Job Title	Job Title
Address	address
Telephone	Telephone
Fax	Fax

Email	Email
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Education

Secondary Education	Date From	Date To	Subject taken and results with grades (if known)
Certificate gained			

Criminal Convictions:

1. If the role for which you are applying involves working with vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974, you must disclose all current and spent convictions, cautions, reprimands and final warnings **including driving offences.**

Date	Offence	Penalty

2. Do you have a court appearance pending, have you been charged by the police for a criminal offence and/or are you aware of any police enquiries being undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes

No

Criminal convictions will not necessarily exclude you from working for Chrislyn House

Equality & Diversity Monitoring Form

Flatmead Ltd trading as Chrislyn House is an equal Opportunities Employer and seeks to ensure equality of opportunity and treatment of all persons. No person or group of persons applying for the position will be treated less favourably than any other person or group of persons because of their race, colour, nationality, ethnic or national origin or because of their religion, gender, sexual orientation, age, disability, appearance or marital status.

To enable us to monitor that this policy is applied in practice we ask all applicants to complete this form on a voluntary basis. You are not required to provide this information. Please be assured that this information will be treated as strictly confidential and used only for monitoring purposes to help us ensure that our recruitment process is fair and non-discriminatory. The recruitment panel do not see this form and it is not used to assess suitability for the job or in the selection decision.

Gender (please tick)

Male Female Transsexual/Transgender

Do you consider yourself to have a disability? (please tick)

Yes No If yes, please
Specify below nature of disability, if you wish

Hearing Visual Communication/Speech

Physical Mobility learning

Mental Health Other (Please specify)

Ethnic Monitoring (please tick only one box from the options listed below)

White

Scottish Other British Irish
 Gypsy/Traveller Polish Any other White
Background (please specify)

Asian, Asian Scottish or Asian British

Chinese Bangladeshi Indian

Pakistani Any other Asian
Background (please specify)

Black, Black Scottish or Black British

African Caribbean Any other Black
Background (please specify)

Mixed or Multiple Ethnic Background

Mixed or Multiple ethnic
Background (please specify)

Other Ethnic Background

Arab, Arab Scottish or Arab
British
 Any other ethnic
Background (please specify)

Age (please tick)

<21 21 -30 31 – 40
 41 - 50 51 -60 >60

What is your Religion or belief? (Please tick)

None Church of England Roman Catholic
 Other Christian Muslim Sikh
 Jewish Hindu Other religion or belief,
Please state:
 Do not wish to answer

Is your sexual orientation towards (please tick)

Other sex Own sex Both sexes
 Do not wish to answer

Data Protection Act 1998

The information which you provide by completing this form will be held by Flatmead ltd the Department of Human Resources for the purpose of monitoring Equal Opportunities and Disability.

Thank you for completing this form