



APPLICATION FORM



JANITH HOMES LIMITED., THE ROOKERY, WALCOTT, NR12 OPE

Telephone: 01692 650707 / Fax: 01692 650330
e-mail janithhomes.com@btconnect.com
www.janithhomes.org

Position Applied for:

Full Time/Part Time (Please delete)

Personal details:

Title: _____ Surname: _____ Forenames: _____

Male/Female _____ Maiden Name: _____

Current Address: _____

_____ Post Code: _____

Day Time Tel No. _____ Evening Tel No: _____

Hobbies/Interests _____

Reason for applying for this position: _____

Give details of any illness within the last 2 years: _____

Do you have any membership of any professional bodies? (if so please give details, including any offices held) _____

Personal Details cont/..

Do you have a full driving licence?	Yes	No
Do you have any current endorsements?	Yes	No
Do you have use of a car for transport to work?	Yes	No
Are you a British subject or a national of any EU Country	Yes	No
If not do you have the right to work in the UK	Yes	No
Do you have a current work permit?	Yes	No
If so, please state the expiry date of your right to work in the UK and/or your work permit	Yes	No

Disabilities:

Do you have a disability?	Yes	No
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 and thus meet our obligations under the Disability discrimination Act 1995		

Convictions:

Have you ever been convicted of a criminal offence? If so please give details of any convictions. As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared.		
Have you obtained a CRB Enhanced Disclosure	Yes	No
Do we have your permission to obtain a disclosure and POVA	Yes	No

Employment History:

Present Post:		Job Title:	
Employer:		Date Started:	
		Salary:	
Major duties and responsibilities:			
What is the notice required in your present post?			
Is your present post your sole regular employment?			
Reason for leaving:			
Previous Posts (please start with the most recent).			
Job title:	Employer:	Dates (from-to)	Reason for leaving

Training/Education:

Professional qualifications/training	Date achieved	Expiry
Please give details of any other work related skills:		
Are you undertaking any course of study at present? (if so, please give details)		
It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for certificates or your consent to checks being carried out.		
Secondary Education	Dates attended	Qualifications
Further/higher education	Dates Attended	Qualifications

References:

Please give the details of two professional referees, stating how long you have known them. (One should be your current or most recent employer.) References for shortlisted candidates may be taken up before interview unless you request otherwise.	
Name:	Name:
Address:	Address:
Telephone No.	Telephone No.
Occupation:	Occupation
Time known:	Time known:
May references be taken up before interview? YES/NO	May references be taken up before interview? YES/NO

Note: Any false, incomplete or misleading statements may lead to dismissal.

If an offer of employment is made the Company will initially pay the costs incurred for obtaining a Criminal Records bureau check and induction training. The applicant agrees they will reimburse these costs to the company by deduction from wages due in the event the employee leaves within six months of commencement.

Data Protection

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request (on payment of a fee) the right of access to personal data held about them.

I hereby give my consent to Janith Homes Ltd processing the data supplied in this application form for the purpose of recruitment and selection.

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

Applicant's signature

Date:

Janith Homes is an Equal Opportunity Employer