



LRH-Homes
Care • Comfort • Compassion

12-14 Langley Avenue, Surbiton, Surrey, KT6 6QL
Tel: 020 83903366 Email: hr@lrh-homes.com

APPLICATION FOR EMPLOYMENT

Please complete this APPLICATION FORM using black ink as the details may be photocopied.

Post applied for: _____ Full/Part time

Please return to: _____

Closing Date: _____ Where did you see the advert? _____

1. PERSONAL DETAILS

Title: Mr/Mrs/Miss/Ms	First Name(s):	Surname:
Address:	_____	Home Telephone: _____
	_____	Mobile Telephone: _____
Post Code:	_____	Work Telephone: _____
	_____	E-mail address: _____
Please indicate if we can contact you on your work telephone number. Yes <input type="checkbox"/> No <input type="checkbox"/>		

2. ABOUT YOURSELF

Do you hold a current Driving Licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you own a car? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require a work permit to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you consider yourself disabled? Yes <input type="checkbox"/> No <input type="checkbox"/>	If 'Yes' are you registered disabled? Yes <input type="checkbox"/> No <input type="checkbox"/>
How many days sickness absence have you had in the last 2 years? _____	Number of occasions of sickness absence in the last 2 years. _____

3. EDUCATION – (MOST RECENT FIRST)

School/College/University name and address	Dates – From/To	Qualifications Gained	Grade/Result

Professional Qualifications	Date of Qualifications	Registration No.(if applicable) eg NMC Pin No /QTS ref No /GTC ref No

4. MEMBERSHIP OF PROFESSIONAL BODIES

Professional Body	Membership No	Date admitted

5. OTHER RELEVANT TRAINING

Course	Date

6. EMPLOYMENT HISTORY (MOST RECENT FIRST)

Employer's Name and address	Date From	Date to	Position held	Reason for leaving and final salary

7. PERSONAL STATEMENT

Please say why you consider that you are suitable for the post. Relate your statement to the qualifications, knowledge, experience and skills required for the role and give examples. *Continue on another sheet if necessary*

8. REFERENCES - ONE MUST BE CURRENT OR LAST EMPLOYER

Please give the names of two referees, one of whom should be your current employer or last employer, college lecturer or teacher, the other should have knowledge of your recent work, training or education covering the past three years.

How much notice do you need to give your present employer? _____

Name	Name
Organisation	Organisation
Address	Address
Post code	Post code
Telephone number	Telephone number
Fax / Email	Fax / Email
Position held	Position held
Contact before job offer? YES/NO	Contact before job offer? YES/NO

9. DECLARATION

Do you have any criminal convictions? Yes No The information will be confirmed by the Criminal Records Bureau and we will contact you for further details if relevant.
If yes, please give details -

I declare that the information given on this form is true and accurate to the best of my knowledge. Any false statements may be sufficient cause for rejection or if employed dismissal.

Signature: _____ Date: _____

This post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act and therefore your entitlement to withhold information on spent convictions does not apply. Any information given will be completely confidential.

The information you have supplied on this form will be processed and may be held on computer and will be held on your personal record file if you are appointed. The information will also be used for equality monitoring and statistical purposes. By signing this application you have given your consent to this, including information which may be considered to be sensitive and personal.