

Katherine House and Griffiths Residential Home
Cote House Lane
Westbury-on-Trym
Bristol
BS9 3UW
Tel 0117 987 3540/Fax 0117 987 3631
info@katherinehouse.co.uk



APPLICATION FOR EMPLOYMENT

Position applied for	
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Surname		Title	
Forename(s)			
Address			
Postcode		National Insurance No	
Tel No(s)		Passport No	
Email			

EDUCATION HISTORY

Schools Attended	Date from	Date to	Qualifications gained
Other qualifications/training			

FULL EMPLOYMENT HISTORY
(Current/most recent position held first)

Please use a separate sheet if necessary

Name and Address of Employer	Date from	Date to	Job Title/Duties/ Salary or Pay Rate	Reason for Leaving

Notice period required in current post?	
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REFERENCES

Please supply details of two persons from whom the charity may obtain both work experience and character references. THESE MUST BE FROM YOUR LAST 2 PLACES OF EMPLOYMENT. References are not acceptable from family members or friends.

Referee 1

Name	
Position/how known to you	
Address	
Postcode	
Tel no(s)	
Email	

Referee 2

Name	
Position/how known to you	
Address	
Postcode	
Tel no(s)	
Email	

HOBBIES & INTERESTS

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CRIMINAL RECORD

Have you ever been convicted of a criminal offence or received a caution, reprimand or warning?

YES/NO delete as applicable

If YES, please give details

Employment is dependent upon obtaining a satisfactory disclosure from the Disclosure and Barring Service (DBS)

Do you hold a current driving licence?

YES/NO delete as applicable

If YES, please give details of any endorsements

Are there any restrictions on you taking up employment in the UK?

YES/NO delete as applicable

If YES, please give details

OTHER EMPLOYMENT

Please note any other employment you would continue if you were successful in obtaining this position

GENERAL COMMENTS

Please use this page to detail your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the Job Description)

DECLARATION

Please read carefully before signing this application

I confirm that the preceding information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to doing so.) I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.

I agree that should I be successful in this application, I will, if required, agree to an application to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. Should I fail to agree, or should the disclosure not be to the satisfaction of the charity, any offer of employment may be withdrawn or my employment terminated.

If you are related to any member of staff currently working for The Cote Charity, Katherine or Griffiths House please tick this box

Signature	
Date	

To be considered for employment please submit this application **promptly** by email to info@katherinehouse.co.uk or by post/in person to Katherine House at the address on the front of this form. Note that applications will not normally be acknowledged unless you are successfully shortlisted for interview.

Our promise to you

We promise that:

- We will keep your information safe and secure
- We will never sell your data
- We will never share your data with any other organisation unless either you give specific permission for us to do so or we are required to do so by law

You can withdraw your consent to your data being held by us at any time. Please contact us by telephone or e-mail info@katherinehouse.co.uk if you wish to withdraw consent.

Retention

The information provided will be held for the following periods:

- Should you be unsuccessful in your initial application this form will be immediately destroyed
- Should you be invited to interview but not be successful this form together with interview documentation will be retained for a period of 1 year
- Should we proceed with your application all documents relating to your recruitment and subsequent staff records will be retained for a period of 6 years after date of the last entry

The Cote Charity operates an Equal Opportunities policy, a copy of which is available to view on request.

The Cote Charity processes personal information to enable us to provide residential healthcare services; maintain our own accounts and records; to support and manage our employees. We also process personal information using a CCTV system to monitor and collect visual images for security and the prevention and detection of crime.

The Cote Charity sometimes needs to share the personal information we process with the individual concerned and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA) and General Data Protection Regulation (GDPR) 2018.