

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

1. POSITION APPLIED FOR
- Available to take up employment (Date)
- How did you hear of us?

2. PERSONAL DETAILS

Surname

Forenames

Address

.....

Postcode

Home Telephone No

Mobile Telephone No

E-mail address

Date of Birth.....

Do you have any relatives working for Parklands Ltd?

If yes, please state their names and their relationship to you.

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Have you previously applied to work for Parklands Ltd? If so, please say when you applied and to which home?

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3. EDUCATION

a. Schools attended (excluding primary schools)

School	From	To	Subject	Level	Result

b. Further Education

Place of Education	From	To	Date	Qualification	Grade

4. EMPLOYMENT HISTORY

Please start with last/present job and, if necessary, continue on a separate sheet

From	To	Employers Full Name and Address	Position Held	Salary	Reason for Leaving

5. HEALTH

Do you smoke? Yes No

Are there any disabilities which may affect your application? Yes..... No

Are you registered disabled? Yes No RDP No

Please state how your disability may affect your application and what steps we can take in order to assist you during the recruitment process. If it is easier for you to discuss that with us, please call on 01542 836000.

6. GENERAL

Please give details of any interests or hobbies

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Are you a member of a professional body? If so, please give details

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If offered this position will you continue to work in any other capacity? Give details including hours of work per week. We require this information in order to ensure that we are complying with the Working Time Regulations Act 1998.

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Rehabilitation of Offenders Act 1974 – Exemption from S4(2)

This employment is exempted from the above and employees are not therefore entitled to withhold information about “spent” convictions. In the event of you ever having been convicted of any offence by a court of law, please give details of the offence(s) with dates. If you have not, please write, “No Convictions”

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REFEREES

Please give the name, address and telephone number of two persons who have agreed to provide a reference on your behalf, preferably your last two employers.

1	2
Name.....	Name.....
Address.....	Address.....
.....
Postcode	Postcode
Telephone No.....	Telephone No.....

8. DECLARATION

To the best of my knowledge and belief the replies given to questions on this application form are true and correct. I understand that non-disclosure or suppression of any relevant facts known by me may prejudice my application, or if appointed could lead to the termination of my employment. I authorise the Company to obtain references once an offer has been made and accepted and release Parklands and referees from any liability caused by giving and receiving information.

Signed Date

Parklands is an Equal Opportunities Employer

Please return forms to: