



## Application Form

Thank you for your interest in job opportunities with Kathleen's Lodge Care Home. Please complete all sections of the application form in **black ink**.

Personal Details		Mr / Miss / Mrs / Ms			Please complete all sections		
Surname:		Phone Number	Home	Mobile			
First Names:							
Address:		Previous * address: (If current address less than 5 years)					
Postcode:		Email:					
Length of time at address:		National Insurance No.					
Drivers Licence:	Yes / No						
Give details of Work Permits, VISAs, Leave to Remain etc that allow you to work legally in the UK - Include expiry dates.							

\*Please continue on a separate sheet if necessary

The Job you are applying for:			Please complete all sections		
Position/s:		How did you hear about the Vacancy? (Please circle)	Advert	Leaflet	
Preferred Shift	Days Nights Eves F/T P/T		Job Centre	Banner	
Care Home:		Do any members(s) of your immediate family currently work at Kathleen's Lodge (Please circle and if yes list names)	Website	Friend	
			YES/NO		
			1.		
			2.		
			3.		
Education & Training			Please complete all sections		
School Attended	From	To	Exams passed - Subject	Grades	Year
University/College	From	To	Exams passed - Subject	Grades	Year
Relevant NVQ's			Other relevant qualifications		

Obtained		obtained	
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Full Employment History			Please complete all sections		
Current or Most Recent	From	To	Position	Notice Period	Reason for Leaving
Name: Address:  Salary:					
Previous Employer:	From	To	Position	Notice Period	Reason for Leaving
Name: Address:  Salary:					
Previous Employer:	From	To	Position	Notice Period	Reason for Leaving
Name: Address:  Salary:					
Previous Employer:	From	To	Position	Notice Period	Reason for Leaving
Name: Address:  Salary:					
Previous Employer:	From	To	Position	Notice Period	Reason for Leaving
Name: Address:  Salary:					

(Please attach extra sheets if you require more space or use the Additional Information page at the back - Kathleen's Lodge Care Home must have a record of your full employment history)

<b>About You</b>	
Why would you like to work for Kathleen's Lodge Care Home?	
How can you make a positive Difference to our residents lives?	
What will the residents like about you?	

References *			
	Current/Most Recent Employer	Previous Employer	Personal Reference
Company			
Name			
Position			
Address			
Telephone			
Fax			
Email			

Please do not contact  
Until confirmed:




\*Please provide the names and addresses of three referees, one of whom should be **your current or most recent employer** and one other **previous employer**. The other should be a **personal referee**, someone who knows you well. Please **do not give the name of a relative** as a referee. If you are known to your referee by a former name please supply the name by which you were known. We can not process your application unless you provide this information.

Further Information	Please complete all sections	
Are you facing any criminal prosecutions?	Yes - give details	No
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	Yes - give details	No
Have you been dismissed from any employment?	Yes - give details	No
Have you ever been or are you currently going Through any investigation or disciplinary action?	Yes - give details	No
Are you currently able to conduct the job You are applying for?	No - please give details	Yes
Can we make any reasonable adjustments to avoid you being at a disadvantage in the work Place?	Yes - please give details	No

## Additional Information

### Declaration

I confirm that the information provided on this application form is true and complete, and that I am legally entitled to work in the UK.

I understand that any false statements or deliberate misrepresentations will be regarded as grounds for disciplinary action and/or termination of my employment.

I understand that any offer of employment is subject to satisfactory references and CRB/ISA checks, and I authorize Kathleen's Lodge Care Home to obtain references to support this application once an offer has been made and accepted.

I understand that any information given in relation to my application will be held by the Company and falls within the provisions of the Data Protection Act 1998. I also give my consent for my personal information being retained and used to process my application for employment.

<b>Signed</b>		<b>Date</b>
<b>Print name</b>		

**Please Return to Recruitment, Kathleen's Lodge Care Home, 416 Upper Shoreham Road, Shoreham by Sea, BN43 or Email to [care@kathleenslodge.co.uk](mailto:care@kathleenslodge.co.uk)**