



Holloway Hill
Chertsey
Surrey KT16 0FA
Tel: 01932 567131
Email: reception@whitelodgecentre.co.uk
Website: www.whitelodgecentre.co.uk

Please refer to the enclosed guidance notes when completing your application.

Post applied for

Personal Details

Title Surname/Family Name

First Names Former name(s)

Address

Post code National Insurance Number

Home Tel No Mobile No

Work Tel No Can we contact you at work? Yes No

Email Address Can we email all correspondence Yes No

Vacancy

How did you become aware of this vacancy? (Please tick media website family/friend other)

Current employment history

Employer Name

Address

Postcode

Job title Annual salary £

Date started Date left (if applicable)

Reason for Leaving

Notice period When would you be free to take up work with us?

Brief description of your work

Employment History

Previous employment - please give details of all jobs held, starting with the most recent first and explain clearly any gaps in your employment history (continue on separate sheet if necessary).

Name of Employer	Dates (mm/yy) From To		Job title and main responsibilities	Salary	Reason for leaving

Educational and Professional Qualifications

What formal educational, vocational/professional qualifications and training do you have? Please include GCSE and above, NVQs and relevant qualifications.

Where studied	Dates		Examinations and Qualifications (with results)
	From	To	
Educational			
Vocational / Professional			

Membership of Professional Bodies and Status of Membership / Year obtained

Personal development

Please include any training programmes, learning opportunities, voluntary work or other responsibilities you consider relevant (with dates).

What can you bring to this post?

Please use this space to explain why you are interested in this post and what you can bring to it. You should relate your experience (paid or unpaid) to the job description and person specification provided in the application pack (Continue on separate sheet if necessary).

Right to work in the UK (White Lodge undertakes rigorous checking of applicants' right to work in the UK)

Do you currently have the right to work in the UK? Yes No

Other Information

Are you disqualified from Caring for Children and / or Adults? Yes No

Do you have a current full driving licence? Yes No

Are you a close friend, partner or relation of anyone who, to your knowledge is a trustee or employee of White Lodge? Yes No

If yes, please state who and the relationship-

A disability or health problem does not preclude full consideration for a position with White Lodge and applications from suitable disabled people are welcome. All information provided by applicants will be treated as strictly confidential.

Do you have a long term health problem or disability which is relevant to your application? Yes No

If 'Yes' please include details of any additional requirements you would have if you are called for interview.

References

Please give names of two referees - one of whom should be your current/most recent line manager (paid or voluntary work). School or college leavers may list a Teacher or Tutor as one referee. If you do not have a **second work referee from a different employer**, the second referee may be a personal referee; **it may not be a relative or a member of the White Lodge staff team**. We always take up references before confirming an offer of employment.

Name	<input type="text"/>	Name	<input type="text"/>
Occupation	<input type="text"/>	Occupation	<input type="text"/>
Address	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Telephone No	<input type="text"/>	Telephone No	<input type="text"/>
Email Address	<input type="text"/>	Email Address	<input type="text"/>

Can we take this reference at any time? Yes No Can we take this reference at any time? Yes No
Is this a personal referee? Yes No

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Because of the nature of the work for which you are applying, if called for interview you must provide information about any convictions. Our power to require this lies in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, which removes the normal operation of the Act in relation to specific occupations, including the provision of Home Care Services. In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action.

A conviction will not necessarily be a bar to employment. White Lodge adheres to the Disclosure & Barring Service (DBS) Code of Practice, which is available on request. Any information given will be treated as confidential. White Lodge will hold all information you supply or give us permission to gain i.e. references, in a secure filing system, including databases. Should your application be unsuccessful, all documentation will be shredded and destroyed after 6 months. The only circumstances in which White Lodge may breach confidentiality is when it would be against the law not to.

Data Protection Statement

The information which you provide on this form and that obtained from other relevant sources will be used to process your application for employment. White Lodge reserves the right at any time to check on any experience, achievements, qualifications and skills claimed by you, either on this application form, in any accompanying or subsequent correspondence or at interview. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. Should your application be unsuccessful, all documentation will be shredded and destroyed. By signing the application form we will be assuming that you agree to the processing of sensitive personal data.

Declaration

I understand that an Enhanced Disclosure from the Disclosure & Barring Service will be sought in the event of a successful application.

I declare that the information I have given in this application is accurate and true. I understand that providing misleading, false information or significant omission may disqualify me from appointment or, if appointed, may result in my dismissal and possible referral to the police.

Signed Date