## PARCHMENT TRUST LIMITED

ORE PLACE FARM

THE RIDGE

HASTINGS

TN34 2RA

## APPLICATION FORM

CONFIDENTIAL

Registered Charity Number: 1081148

**Post Applied For:**

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PERSONAL

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| Surname: | Forename(s) |
| Address:  Tel. No. Mobile Tel. No.  Email Address | Name & Address of Next of Kin:  Tel. No. Relationship |
| How do you wish to be addressed:  MR/MRS/MISS/MS other ………………… | National Insurance Number: |
| Do you need a work permit to work in the UK  YES/NO | Have you a full manual driving licence? YES/NO  If yes give details, including any endorsements e.g. car, HGV, PSV etc |

EDUCATION

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| Schools Attended Dates From/To Qualifications Attained (including grades) |
| Colleges/Universities Attended Dates From/To Subjects taken and Qualifications attained |
| Qualified Nurses:  Name of Training School…………………………………………………………………………………………………………………………………………  Date of Qualifying ……………………………….. PIN No ………………………………. Expiry ………………………………….. |
| Other Training/Membership of Professional Bodies/Apprenticeships/Special Courses etc. include dates where appropriate. |

EMPLOYMENT HISTORY (current or most recent employer first)

Please include temporary posts and work experience

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| FROM/TO | NAME AND ADDRESS OF  EMPLOYER | JOB TITLE AND DUTIES | FINAL SALARY  & REASON FOR  LEAVING |
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Notice required in current post: ……………………………………..

REFERENCES

Please note here the names, addresses and telephone numbers of two persons from whom we may obtain both character and work experience references. One of these should be your current or most recent employer. References from your current employer will not be sought without your authority.

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| **1** | **2** |

LEISURE

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| Please note here your leisure interests, sports, hobbies and other pastimes etc. including positions of responsibility held. |

ATTENDANCE AND RELIABILITY

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| Please give details of your lateness and absence records over the last 12 months. |

GENERAL COMMENTS

Please give details of how you heard about this vacancy. If you were referred by a current employee of Parchment Trust, then please write their name below:

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| Please detail here your specific reasons for this application, your main achievements to date, the strengths you would bring to this post and any other information relevant to your application.  Please continue on a separate sheet if necessary . |
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| THE REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS ORDER 1975)  By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), the provisions of Section 4.2 of the Rehabilitation of Offenders Act do not apply to any employment which is concerned with the provision of health services and which is of such a kind as to enable the holder to have access to persons in receipt of such services in the course of their normal duties. Your answer to the following question should include any ‘spent’ convictions.  Have you ever been convicted of a criminal offence? YES/NO  If YES, please give details. |

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| DECLARATION (Please read this carefully before signing this application)  I confirm that the above information is complete and correct and that any untrue or misleading information will give the employer the right to reject my application, to withdraw any employment contract offered or, if employed, dismiss without notice.  I understand that my information will be processed securely and lawfully according to the Parchment Trust data protection policy. For more information, please view our recruitment privacy notice via our website at [www.parchment-trust.org.uk/privacy](http://www.parchment-trust.org.uk/privacy)  Signed …………………………………………… Dated …………………………….. |

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| FOR OFFICE USE ONLY Date Received: ………………………….  1st Interview Date ……………………………. 2nd Interview Date …………………………  Offer Letter YES/NO References YES/NO  Acceptance YES/NO Medical YES/NO  Rejection Letter YES/NO Acceptance Letter Received YES/NO  Qualifications Checked YES/NO Start Date YES/NO |