

# APPLICATION FOR EMPLOYMENT

**TUMBLEWOOD COMMUNITY**  
The Laurels, 4 Hawkeridge Road, Heywood,  
Westbury, Wiltshire, BA13 4LF  
Telephone 01373 824466 Fax 01373 824321  
Email contactmatters@tumblewood.org

Company No 3848120  
Ofsted Ref SCO28435



Post applied for:

Please return to the HR department, at the above address, no later than

PLEASE WRITE IN CAPITAL LETTERS Continue on a separate sheet, if necessary.

## PERSONAL DETAILS

Surname:

Title:

Forename(s)

Date of birth:

Required due to legislation around recruitment into care provision.

Home Address:

Telephone No. (Including dialing code): private

Telephone No. mobile

Email address:

## APPLICATION

Have you previously worked at Tumblewood Community? If Yes, please give dates & Job Title:

Do you have any relatives who work at Tumblewood Community? If Yes, please give their names and the relationship

When will you be available to commence employment?

National Insurance No.

Proof of number will be required

Are you eligible to work in the UK?

YES / NO

## CURRENT EMPLOYMENT

Name of Employer:

Address:

Telephone No:

Position held:

Date started:

Description of work and responsibilities:

Full- or part-time?

If part-time, hours per week:

Annual salary:

Notice period:

Reason for leaving:

May we approach the above for a reference now?

If yes, Please let us know the name of either your line manager or the HR manager?

Please give the name, address, e-mail and telephone number of another referee, and the nature of the relationship with yourself:

Do you own a car?

Do you have a current driving licence?

Is it clean?

If the licence is not clean, please give details of endorsements:

### DISCLOSURE OF BARRING SERVICE (DBS)

This post will require an enhanced DBS search and therefore you should disclose here if you have been convicted, cautioned, court martialled for any criminal offence. As working at Tumblewood Community is exempt from the Rehabilitation of Offenders Act 1974 all offences should be disclosed.

Details of any Court action pending against you should also be given here.

### DISABILITY

Do you have a disability that we should take into account during the interview process? If yes, please give brief details.

## EDUCATION AND TRAINING RECORD

Establishment	From	To	Qualifications obtained
Schools:			
College:			
University or Polytechnic:			
Further Education:			
Formal Professional Training:			
Membership of Professional Bodies:			

## EXPERIENCE, APTITUDES OR ATTAINMENTS

With reference to the Job Description for the post please set out below details of your previous experience, aptitudes or attainments which you think make you a good candidate for this post.

Please include details of any voluntary work which you have undertaken since leaving school/college or are currently undertaking. You should also include any hobbies or interests which are you currently pursuing, including membership of/affiliation to, any club or association.

Please continue on a separate sheet if necessary.

Please leave this column blank.

# FULL EMPLOYMENT HISTORY

Please complete showing your last employment first, include any periods of unemployment with dates explaining any gaps. (All roles including secondary employment). Please use separate sheet if required					For Office Use:
Employer and address	Job Title and responsibilities	From/To Month & Year	Salary	Reason for leaving	Date Checked & Response given

**DATA PROTECTION ACT**

All personal data provided in the application form and during any part of the selection process will be treated as confidential and held under the Data Protection Act 1998 and the Data Protection Code of Practice on Recruitment.

**DECLARATION**

I confirm that in submitting this application, I understand that all the information offered will be verified in line with the expectations and requirements of regulatory bodies. Any information given in this application is correct and that providing misleading statements may disqualify me from the selection process and also cancel any agreements made between us.

If successful I consent to the verification of any information given in this application form. If there are discrepancies then you will be given an opportunity to make representations regarding these.

Name.....

Signed .....

Dated .....