



# Application Form

**Position applied for:** \_\_\_\_\_

## Personal Information

<b>Name</b>	
<b>Address</b>	
<b>Daytime Telephone No.</b>	
<b>Evening Telephone No.</b>	
<b>Email Address:</b>	

<b>National Insurance No.</b>	
<b>Do you have the right to work in the UK and can provide appropriate evidence of this in accordance with current Home Office guidelines?</b>	
<b>Have you ever entered a plea of guilty or been found guilty by a Criminal, Civil or Military Court or Public Authority other than for a minor motoring offence?</b>	
<b>If ‘Yes’ please give details below (unless the conviction is ‘spent’ - Rehabilitation of Offenders Act 1974)</b>	



**Work Experience**

Please give full details of your record of employment [relevant to this post], starting with your most current role. *(Please continue on a separate sheet if necessary)*

<b>Date From</b>	<b>Date To</b>	<b>Name &amp; Address of Employer</b>	<b>Position Held</b>	<b>Brief Description of Duties</b>	<b>Reason for Leaving</b>

**Qualifications**

Subject	Level	Grade

**Please give details of any training courses you have undertaken which are relevant to the position you are applying for:**

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## Core Competency Checklist

Please illustrate below, using practical examples based on your previous experience, how well you meet the core competencies required for this vacancy.

### **Customer care**

### **Effective Communication**

### **Interpersonal Skills & Team Working**

### **Innovation**

**Please explain why you feel qualified for this position and why you would like to work for Minsteracres Retreat Centre. (Refer to Job Description and Person Specification)**

## Referees

### Please supply details of two referees

*(These should include your current/most recent employer together with one other previous employer or school/college reference. We will not contact your referees until a conditional offer is made).*

<b>Name:</b>	<b>Name:</b>
<b>Relationship to you:</b>	<b>Relationship to you:</b>
<b>Address:</b>	<b>Address:</b>
<b>Contact Tel. Number:</b>	<b>Contact Tel. Number:</b>
<b>E-mail address:</b>	<b>E-mail address:</b>

I declare the information in my application is true and complete. I understand that any wilful misstatement or omission renders me liable to dismissal if engaged. I also understand that appointment is subject to receipt of satisfactory references, Immigration, Asylum and Nationality document checks and a satisfactory [medical examination and] questionnaire.

I confirm that, to the best of my knowledge, there are no reasons, which would prevent me from undertaking the duties of this post.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_