

# DRUMCONNER HOMES

## Job Application form *(please complete in CAPITAL letters)*

\* Reply as necessary

Application for employment as:	
Your SURNAME	
Other Names	
Name known as	
Your home address	
Post Code	
Your telephone Number	Home
	Mobile
Name and contact for your next of kin	

Please tell us why you applied for this job and why you think you are the best person for the job

Do you consider yourself to have a disability?	Yes*	No*
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If **Yes** - please tell us if there are any 'reasonable adjustments' we can make to assist you in your application, the recruitment process or attending an interview, if selected to do so.

### Current Employment

**No approach will be made to your present employer before an offer of employment is made to you.**

Name of Business & person to contact	Your Job title & rate of pay	Date Started	Date ended/ continues*	If left, reason for leaving

### Employment history

Name of Business & person to contact	Your Job title & rate of pay	Date Started	Date ended/ continues*	If left, reason for leaving

### Education, training and qualifications

Names of examinations taken	School/college etc. attended	Date of examination	Result

### Any craft or other training

Name of craft or other training	Place/type of study	Skill level reached and date

### Your Doctor's details

Name & Surgery address	Telephone Number	
Do you hold a current driving licence?	Yes *	No *

Please tell us if there are any dates when you will not be available for interview

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In accordance with the GDP Regulation 2018 on data use and retention.

I understand and agree that the information in this form will be used only in connection with this vacancy. If unsuccessful I understand that the data will be kept securely and confidentially by the Home for 12 calendar months from the date of this application,

I understand that I can amend this data or ask for its removal at any time,

I confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my non-selection or dismissal.

Signature	
Name in CAPITALS	
Date	

# DRUMCONNER HOMES

## Job Application form – Declaration of Convictions

### Rehabilitation of Offenders Act 1974

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and you are required to disclose all criminal convictions against you, including any that may be 'spent'. You should also include any cautions, reprimands, or final warnings against you.

Have you been convicted of any criminal offence either spent or not as defined in the Rehabilitation of Offenders Act 1974, or do you have any charges pending?	Yes*	No*
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If **YES** please give details

Name of Conviction	Date of conviction/pending <i>(please state)</i>	Penalty imposed

*Please continue overleaf, if needed*

Have you ever been cautioned reprimanded or received a final warning which, although not considered to be criminal convictions, and become "spent" immediately, must be considered in relation to this post?	Yes*	No*
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If **YES** please give details *(continue overleaf as needed)*

Name of caution, reprimand or final warning	Date of event	Terms of penalty imposed

Any subsequent offer of employment will be subject to a check a criminal record check (Basic Disclosure request). This check will include cautions reprimands or final warnings as well as convictions. For more information please see <https://www.gov.uk/disclosure-barring-service-check/overview>

### Declaration

I accept that if any of the information is found to be false or misleading in my application, I will be disqualified from an appointment. I understand that any subsequent offer of employment or continuing employment will be subject to the outcome of a criminal record check from the relevant provider and that Drumconner Homes will request my authorisation for such a check or checks to be made.

In accordance with the GDP Regulation 2018 on data use and retention.

I understand and agree that the information in this form will be used only in connection with this vacancy. If unsuccessful I understand that the data will be kept securely and confidentially by the Home for 12 calendar months from the date of this application,

I understand that I can amend this data or ask for its removal at any time,

I confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my non-selection or dismissal.

Signature	
Name in CAPITALS	
Date	