



Application for Employment - Private & Confidential
Please complete all questions and type or handwrite clearly

| | | |
|-----------------------|---------------|---------|
| Position applied for: | Closing date: | Ref no: |
|-----------------------|---------------|---------|

Personal details

| | | |
|-------------------|----------------|--------------|
| Surname: | Forename(s): | Title: |
| Address: | | |
| Postcode: | | |
| E-mail: | Date of Birth: | N.I. Number: |
| Telephone - Work: | Home: | Mobile: |

| | |
|--|--|
| Do you hold a current full driving licence? YES <input type="checkbox"/> NO <input type="checkbox"/> | Do you own a car? YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Have you any current endorsements? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES please give details | |

Education history

| School/College | Qualifications gained (with dates) |
|--|------------------------------------|
| | |
| Other Training (Examination Board) | Qualifications gained (with dates) |
| | |

Employment history

| | | |
|---|------------------|-----|
| 1. Name and address of current or most recent employer: | From: | To: |
| | Current Salary: | |
| | Job title: | |
| Reason for leaving: | Notice required: | |
| 2. Name and address of previous employer: | From: | To: |
| | Salary: | |
| | Job title: | |
| 3. Name and address of previous employer: | From: | To: |
| | Salary: | |
| | Job title: | |
| 4. Name and address of previous employer: | From: | To: |
| | Salary: | |
| | Job title: | |
| 5. Name and address of previous employer: | From: | To: |
| | Salary: | |
| | Job title: | |

Community or other voluntary experience

Please give brief details of community or other voluntary work, naming the organisation and outlining duties etc:

Leisure

Please give details of leisure interests, sports, hobbies and other pastimes:

References

Please give the name, address and telephone number of three people from whom we can obtain both character and work experience references. The first referee should be your current or most recent employer. Please do not use personal friends or relatives as referees 1 & 2. The third referee should be a Pastor or Elder in your church.

1. Name:

Position:

Address:

Telephone No:

Email:

2. Name:

Position:

Address:

Telephone No:

Email:

Pastor/Vicar/Elder/Church leader - spiritual reference

3. Name:

Position:

Address:

Telephone No:

Email:

If you are shortlisted, we may contact your referees before the interview.

Please indicate if we may contact your current employer : YES NO

Rehabilitation of Offenders Act 1974

By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the provisions of Section 4.2 of the Rehabilitation of Offenders Act 1974 do not apply to any employment which is concerned with the provision of certain 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 his/her 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

Supporting statement

Please describe your reasons for applying for this post, your main achievements to date and the strengths you would bring to the role (please continue on a separate sheet of paper if required).

Declaration

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give Hebron Hall Ltd the right to terminate any employment contract offered.
2. I agree that Hebron Hall Ltd reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor).

Signed: _____ Date: _____

Pre-interview Medical Questionnaire

Private & Confidential

Name and address of candidate:

The purpose of this questionnaire is to alert the Company to any issues affecting your health of which the Company should be aware for the following reasons:

- ensuring compliance with any duty of the Company to make reasonable adjustments to any provision, criterion, practice or Company premises that may be required during the recruitment process
- assessing whether there are any functions intrinsic to the role you cannot undertake

Please answer the following questions:

1. Do you have any specific requirements or require any adjustments in order to attend an interview?
YES NO If YES please give details

2. Do you have any physical, medical or health issue which may impact on your ability to carry a function that is fundamental to the role?

YES NO If YES please give details



Recruitment privacy notice

In providing information to Hebron Hall Ltd you consent to us using this information for the purposes of selecting candidates to interview and to appoint to the role you have applied for.

The information will be stored electronically and/or on paper with access restricted to those involved in the recruitment process.

Personal details of unsuccessful job applicants are actively retained for six months after an appointment has been made. This is so that we would be able to contact these people should the same or an alternative vacancy arise in that time period.

It is our normal practice to destroy/delete records in larger batches rather than on a piecemeal basis for practical purposes to avoid mistakes being made and to ensure confidentiality in destruction. Therefore, we would expect that all personal records of unsuccessful job applicants would be destroyed/deleted within twelve months of our final correspondence with that person.

If you have any queries about how your information will be used or stored, contact operations@hebronhall.org

When completed, please send the application form to James Richards, Hebron Hall, Dinas Powys CF64 4YB or to general.manager@hebronhall.org

Please note that CVs will not be accepted without a completed application form.