##### DOUGLAS HOUSE APPLICATION FORM

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| **Title:** | Mr | Mrs | Miss | Ms |
| **Name(s):** |  |
| **Address:** |  |
| **Telephone No:** | **Home:** |  | **Mobile:** |  |
| **Post applied for:** |  |
| **National Insurance No.**  |  | **Email Address:**  |  |  |
| **Do you have a Full UK Driving Licence?**  | Yes |  | No |  |
| **Do you require a Work Permit?**  | Yes |  | No |  |

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| **EDUCATION, TRAINING AND QUALIFICATIONS**Please give details of School, College, University, Professional and Vocational Qualifications. |
| Title of Course or Subject | Level | Result or Grade |
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| **Please give details of any other training or courses attended including current studies.** |
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| **Please give reasons as to why you are applying for this particular post and what skills you seek to bring and also achieve.** |
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| PRESENT EMPLOYMENT |
| Name and address of employer  | Position held | Dates - From  | To |
|  |  |  |  |
| **PREVIOUS EMPLOYMENT (most recent first)** |
| Name and address of employer  | Position held | **Dates** *From* | **Dates***To* | Reason for leaving |
|  |  |  |  |  |

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| REFERENCES: Please give details of two persons who can provide references, one of whom should be your current or most recent employer**.** |
| Name: | **1.** |  | **2.** |  |
| Address: |  |  |
| Telephone No: |  |  |
| Relationship: |  |  |
| Please tick if we may take up references, if necessary, prior to interview  | Yes |  |  |  |

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| PREVIOUS CONVICTIONS |
| Disclosure of convictions may not necessarily be a bar to a successful application. Your application is in respect of a position which involves the supervision of, or otherwise connected with, those occupations which are exempt from the Rehabilitation of Offenders Act 1974(amended). You are required to declare any convictions for criminal offences. You may provide details here or submit them on a separate sheet in a sealed envelope, marked ‘Confidential’. |
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| GDPRIf you submit an application to register with Douglas House, we will record and use the information which you provide for the purpose of dealing with your application, and the information will not be kept any longer than is necessary for that purpose. By submitting an application for employment, you are consenting to the recording and use of the information that you supply. |

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| **DECLARATION** |
| In the event of your being successful in your application, failure to complete the application form accurately to the best of your knowledge may render you liable to action being taken against you under the Disciplinary Procedure with a possibility of dismissal. |
| The information provided in all parts of this application form is true and correct to the best of my knowledge. |
| Signed: **. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .** | Date: **. . . . . . . . . . . . . . . . . .** |

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| Please return this form to:*manager@springcrofthomes.co.uk* |