



## APPLICATION FOR EMPLOYMENT

To be completed in your normal handwriting

### PERSONAL DETAILS

Surname.....Forenames.....

Previous Surname.....Preferred Forename.....

Address.....

.....Postcode.....

Home Phone ..... Mobile ..... Email .....

Position Applied For..... Stated Hours .....

Date available for employment..... National Insurance Number.....

Holiday commitments in the next twelve months .....

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Have you previously been employed by us? **YES/NO** If yes, give details .....

Do you need a work permit to work in the UK? **YES/NO**

Have you ever been convicted of a criminal offence? **YES/NO**

(Declaration subject to the Rehabilitation of Offenders Act 1974 Note: When signing the 'Declaration' of page four the successful candidate agrees to supply Eventide Homes with a satisfactory DBS check (formally CRB) as applicable to sheltered homes for older people)

If offered this position will you continue to work with another employer? **YES/NO** If yes, give details .....

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### EMPLOYMENT HISTORY

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

Present/most recent employer .....

Address .....

Job title.....Salary.....

Main duties .....

Dates employed From.....To.....

Reason for leaving.....

Confidential

Previous employer .....

Address .....

.....

Job title ..... Salary .....

Main duties .....

.....

Dates employed From ..... To .....

Reason for leaving .....

.....

Previous employer .....

Address .....

.....

Job title ..... Salary .....

Main duties .....

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Dates employed From ..... To .....

Reason for leaving .....

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Other employment or voluntary work felt applicable to the position applied for: .....

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Interests (Please give details of pastimes that you think may be relevant or useful to your application.).....

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**Supporting Statement**

Please tell us why you have applied for this position. This information will be used in assessing your application and will determine whether you are shortlisted for interview. Please use this space to state how your skills, experience and training enable you to meet the requirements of the position for which you are applying. Please refer to the role description.

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## EDUCATION AND TRAINING

**Qualifications and Further Education** (e.g. technical college, evening classes or other training and professional memberships)

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**Other Education and Training** (Please include all education and training undertaken with details and results of any examinations taken)

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### ADDITIONAL INFORMATION:

Where did you learn of this vacancy? .....

Please give any dates in the near future when you are not available for interview:

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If you have any disability please tell us about any adjustments we may need to make to assist you at interview:

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All disabled applicants who satisfy the knowledge, skills and experience required will be offered an interview. If you consider that the provisions of the Equality Act 2010 apply to you, please tick this box ☐

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### UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018

The information comprising your application will be stored as hard copy. Some information will also be stored electronically. The information will be used in the selection process and if you are appointed, will also be used for the purposes of human resources administration. Such usage will be subject to the provisions of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

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### Declaration:

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false or misleading information could result in my dismissal. Any offer of employment is subject to receipt of satisfactory completion of recruitment checks applicable to the position applied.

Signature ..... Date.....

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Thank you for completing the form, please return it to:

**The Eventide Homes  
57a Edgecombe Gardens  
605 Castle Lane West  
Bournemouth  
BH8 9TW**

## Equal Opportunities

**Eventide Homes** seeks to ensure that its employees, existing and potential are given equal opportunities. In order to assist us in this aim all candidates are asked to provide the information requested on this addendum. All information is confidential and does not form part of the application. **This is a monitoring form and will be detached from the application form upon receipt and the information will not be taken into account when making the appointment.**

If you are successful from interview and accept employment with Eventide Homes the information you have provided on this addendum will form part of your employment record and will be held and maintained in accordance with the DATA Protection Act 2018.

Surname .....Forenames .....

Date of birth.....Gender.....Nationality.....

Do you consider yourself to have a disability under the Equality Act 2010? (Please tick)

Yes	
No	
Prefer not to say	

If yes please use the space provided on the reverse of this page, to provide details of what reasonable adjustments you would require, in able for you perform all the duties as required in the job role applied for.

A disability is defined as a 'physical or mental impairment, which has substantial and long term adverse effects on the ability to carry out normal day to day activities'.

### Ethnic Origin: (Please tick)

White	Asian or Asian British	Other Ethnic group
British	Indian	Chinese
Irish	Pakistani	Arab
Any other White background (*)	Bangladeshi	Any other ethnic group (*)
Mixed	Any other Asian background (*)	(*) Please give details:
White and Black Caribbean	Black or Black British	
White and Black African	Caribbean	
White and Asian	African	
Any other Mixed background (*)	Any other Black background (*)	Prefer not to say

### Sexual Orientation: (Please tick)

Heterosexual	Bisexual	Homosexual (Gay/Lesbian)
Other (please state your preferred identity):		Prefer not to say

### Religion and Belief: (Please tick)

Agnostic	Hinduism	Zoroastrianism
Atheist	Islam	Other
Baha'i Faith	Jainism	None
Buddhism	Judaism	
Christianity	Sikhism	Prefer not to say

**Thank you for your assistance**

For you to be able to perform all the duties in the job role applied for and having answered **yes** when considering yourself to have a disability under the Equality Act 2010, please provide details of what reasonable adjustments you would require:

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**Eventide Homes** is committed to the principles of fairness, consistency, meritocracy and equal opportunity. No applicant will be discriminated against regardless of their age, colour, disability, ethnicity, gender or gender identity, race, religion or belief, sexual orientation or your preference not to complete this monitoring form in full or any part therein.

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