



Registered Charity 202516

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

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

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.....

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Previous employer

Address

.....

Job title Salary

Main duties

.....

Dates employed From To

Reason for leaving

Previous employer

Address

.....

Job title Salary

Main duties

.....

Dates employed From To

Reason for leaving

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

.....

.....

.....

.....

Leisure interests (Please give details of pastimes, hobbies and sports activities etc.)

.....

.....

.....

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 criteria outlined in the Person Specification.

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EDUCATION AND TRAINING

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

.....
.....
.....

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

.....
.....
.....

ADDITIONAL INFORMATION:

Where did you learn of this vacancy?

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

.....

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

.....

All disabled applicants who satisfy the Essential criteria will be offered an interview. If you consider that the provisions of the Equality Act 2010 apply to you, please tick this box

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 Data Protection Act 2018.

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.....

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

**The Eventide Homes
Estates Office (HR)
57a Edgecombe Gardens
605 Castle Lane West
Bournemouth
BH8 9TW
Telephone 01202 51539**

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.

SurnameForenames

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

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

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

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	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Homosexual (Gay/Lesbian)	<input type="checkbox"/>
Other (please state your preferred identity):			Prefer not to say		

Religion and Belief: (Please tick)

Agnostic	<input type="checkbox"/>	Hinduism	<input type="checkbox"/>	Zoroastrianism	<input type="checkbox"/>
Atheist	<input type="checkbox"/>	Islam	<input type="checkbox"/>	Other	<input type="checkbox"/>
Baha'i Faith	<input type="checkbox"/>	Jainism	<input type="checkbox"/>	None	<input type="checkbox"/>
Buddhism	<input type="checkbox"/>	Judaism	<input type="checkbox"/>		<input type="checkbox"/>
Christianity	<input type="checkbox"/>	Sikhism	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

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:

Statement issued by 'The Eventide Homes' Board of Trustees:

'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'

Dated September 2020