



## The Gatehouse Residential Care Home

(Registered by Care Quality Commission)

64 Becton Lane, Barton-on-sea, Hampshire, BH25 7AG

T: 01425 613465 E:gatehouseresidential@outlook.com

# Employment Application Form

Position Applied for:	
Name:	
Address:	
Telephone:	Landline:
	Mobile:
Email Address:	
National Insurance Number:	

### CURRENT EMPLOYMENT

Employer:	
Position(s) Held:	
Main Duties:	
Dates of employment:	From To
Status:	Full Time / Part-time / Casual (please circle)
Salary:	
Reason for Leaving:	
Notice given:	Yes / No (please circle) leaving date:
Notice Required:	

**EDUCATION HISTORY (starting with the most recent)**, including details of your school education.

School/College/University	Full or Part Time	Dates Attended (MM/YY – MM/YY)	Qualification, Grades and Awarding Body

Please continue on a separate sheet if required

**EMPLOYMENT HISTORY (starting with the most recent)**. Please ensure that ALL employment history is included since compulsory education ended; please continue on a separate sheet if necessary or provide a copy of your full CV. Please also ensure that any gaps in employment are explained?

Employer	Position Held	Dates of Employment MM/YY-MM/YY	Salary/ Hourly Rate	Reason for Leaving

**TRAINING HISTORY**

Please provide details of any training courses that you have attended in the last 12 months.

Training Course	Date	Provided by	Length of Course

Please continue on a separate sheet if required

**REFERENCES**

Please provide us with the details of people we may contact for a reference. The first one should be your present or most recent employer. Continue on a separate sheet if necessary.

Name:	
Position:	
Address:	
Organisation:	
Telephone Number:	
Email Address:	

Name:	
Position:	
Address:	
Organisation:	
Telephone Number:	
Email Address:	

### ADDITIONAL INFORMATION

If offered a position, when can you start?	
Do you have any friends or family employed at the Gatehouse? If yes, please provide details?	Yes / No
If offered this position will you continue to work in any other capacity? If yes, please provide details?	Yes / No
Do you have any holiday commitments? If yes, please provide details?	Yes / No

### REHABILITATION OF OFFENDERS

The provisions relating to the nondisclosure of criminal convictions do not apply to certain occupations and activities. The position for which you are applying is one, which is exempted under the above order. Therefore it is necessary for you to disclose any criminal convictions, even if, under the Rehabilitation of Offenders Act, they would otherwise be regarded as 'spent'. Any information disclosed will be taken into consideration but will not automatically prevent your application from proceeding. However, if you are appointed, failure to disclose any criminal conviction could lead to termination of your employment or service.

Have you been convicted of any criminal offence at any time?	Yes / No
If yes, please provide the full details?	

### DECLARATION

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will lead to rejection or, if employed, disciplinary action which may lead to dismissal.

I agree to The Gatehouse obtaining references to support this application once an offer of employment has been made, or before, if mutually agreed.

I authorise/do not authorise (*delete as appropriate*) The Gatehouse Residential Care Home to retain my personal data, including application form and associated recruitment correspondence, for a period of 6 months if I am not employed.

Signed:	
Date:	

### PRIVACY NOTICE

The Gatehouse collects information about you in order to meet its obligations under the Health & Social Care Act 2008 (Regulated Activities) Regulations 2014: Regulation 19. In addition, the legal basis for processing your personal data is that it is necessary for the performance of the employment contract, or in order to take steps before entering into a contract, and is necessary for the home to comply with its legal obligations.

We will keep your personal information for 6 months following the date of your application if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.