



Head Office: Riverview Lodge Care Home

111 Tay St, Newport-On-Tay, Fife DD6 8AR
Tel : 01382 542844, Fax: 01382 542269
 Email: riverviewlodge@kennedycaregroup.co.uk

Confidential Application Form

Personal Details

Surname: Initials:

Address: Home Telephone:

Work Telephone:

Mobile Telephone:

Post Code: Email:

Work Permit / Working in the UK

Do you need a work permit to take up this post? Yes No

Are you eligible to work in the UK? Yes No

(Documentary evidence will be required at interview)

Education & Training

Qualifications gained on leaving School / College / University

Subject	Type of Qualification <i>e.g. Standard Grade, Higher, BSc, S/NVQ</i>	Grade Achieved

Professional Qualifications / Memberships / Registration Numbers *(where applicable)*

Professional Body / Membership	Registration No.	Date Joined	Renewal Date

Employment

Name & address of employer:

Nature of business:

Job title:

Dates employment started and (if applicable) finished:

Reason for leaving (if applicable):

Notice period: Current / most recent salary:

Role purpose / summary of responsibilities *(Continue on a separate sheet if necessary)*:
.....
.....
.....
.....
.....

Previous Employment

*Please give details of the posts you have held, with the **most recent first**. Please include any gaps in employment with explanation (Continue on a separate sheet if necessary):*

Date employment from & to	Employer's name, address & nature of business	Job title & brief description of main duties and responsibilities	Reason for leaving

Additional Information

Driving Licence

Do you hold a current driving licence?

Yes

No

Do you have penalty points?

Yes

No

If yes, how many?

Health

How many days absence have you had as a result of ill-health over the last year?

Convictions

Convictions which are deemed "spent" under the Rehabilitation of Offenders Act (1974) need not be disclosed. However, if the post for which you are applying is regarded as exempt you must declare all "spent" as "unspent" convictions. You may wish to enclose the details in a separate sealed envelope marked confidential & marked for the attention of the person dealing with the vacancy.

If you answer Yes to the questions below, please give details:

Have you any criminal convictions?

Yes

No

Have you had any allegations made against you?

Yes

No

Have you received any cautions?

Yes

No

Data Protection

The information provided by you on this form & supplementary forms will be used to assist with the process of recruitment. If you are successful in your application the information provided will be used for HR purposes. By signing the declaration below it is understood that you consent to the use of your personal information for the stated purpose.

Declaration

I declare that the information given on this form is complete & accurate. I grant permission for the Home to check my name against the GSCC Register. I understand that any false information, deliberate omissions or appearance on the GSCC Register will lead to the offer of employment being withdrawn or may render me liable to summary dismissal.

Signed:

Date: