

Application Form

Position applied for: _____

Personal Information

Name	
Address	
Daytime Telephone No.	
Evening Telephone No.	
Email Address:	

National Insurance No.	
Do you have the right to work in the UK and can provide appropriate evidence of this in accordance with current Home Office guidelines?	
Have you ever entered a plea of guilty or been found guilty by a Criminal, Civil or Military Court or Public Authority other than for a minor motoring offence?	
If 'Yes' please give details below (unless the conviction is 'spent' - Rehabilitation of Offenders Act 1974)	

Work Experience

Please give full details of your record of employment [relevant to this post], starting with your most current role. *(Please continue on a separate sheet if necessary)*

Date From	Date To	Name & Address of Employer	Position Held	Brief Description of Duties	Reason for Leaving

Core Competency Checklist

Please illustrate below, using practical examples based on your previous experience, how well you meet the core competencies required for this vacancy.

Customer care

Effective Communication

Interpersonal Skills & Team Working

Innovation

Please explain why you feel qualified for this position and why you would like to work for Minsteracres Retreat Centre. (Refer to Job Description and Person Specification)

Referees

Please supply details of two referees

(These should include your current/most recent employer together with one other previous employer or school/college reference. We will not contact your referees until a conditional offer is made).

Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Contact Tel. Number:	Contact Tel. Number:
E-mail address:	E-mail address:

I declare the information in my application is true and complete. I understand that any wilful misstatement or omission renders me liable to dismissal if engaged. I also understand that appointment is subject to receipt of satisfactory references, Immigration, Asylum and Nationality document checks and a satisfactory [medical examination and] questionnaire.

I confirm that, to the best of my knowledge, there are no reasons, which would prevent me from undertaking the duties of this post.

Signature: _____

Date: _____