



# Fairmont Residential Ltd

**A Residential Home for Adults with Autism and Severe Learning Disability**

144 Chester Road South, Kidderminster Worcestershire, DY10 1XB

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## APPLICATION FOR EMPLOYMENT- STRICTLY CONFIDENTIAL

### VACANCY YOU WISH TO APPLY FOR -

Please complete form in **black ink** using capitals. Answer all questions completely and accurately, and sign declaration on page 4. Return completed form in SAE provided

### PERSONAL DETAILS

SURNAME ..... FORENAMES .....

Mr/Mrs/Miss/Ms/other (delete as applicable)

(In full)

National Insurance No. ....

ADDRESS .....

..... Post code .....

Home telephone no. .... Mobile no. ....

Business/other telephone no..... Any other surname used .....

Email address ..... Date of Birth .....

### EDUCATION, QUALIFICATIONS AND TRAINING

Beginning with the most recent, please give details of education, qualifications obtained, and training undertaken to date. Include professional qualifications. If possible, attach copies of certificates. Indicate under "details" the establishments you attended. Proof of professional qualifications/status will be required before an appointment is made.

DETAILS	DATES FROM/TO	QUALIFICATIONS GAINED
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

*(Continue on a separate sheet if necessary)*

### OTHER RELEVANT TRAINING COURSES COMPLETED

Year	Organising Body and Title	Brief description of course content	Certified? Yes/No
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

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**EMPLOYMENT HISTORY**

Details of ALL employment history must be given. Include, where applicable, service in HM Forces, temporary work with employment agencies, periods of self-employment, periods of unemployment. Account for any gaps in employment history. Dates of employment must include month and year. Start with present or most recent employer.

**PRESENT OR MOST RECENT EMPLOYER**

Name & Full Postal Address of Organisation ..... Job Title .....

..... Date started ..... Date ended .....  
(if applicable)

..... Current salary ..... Notice period .....

..... Main duties.....

..... Reason for leaving.....

Name of your Manager ..... Permanent / temporary / fixed term contract / secondment / via agency  
(Please delete those which do not apply.)

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**PREVIOUS EMPLOYER**

Name & Address ..... Job Title .....

..... Date started ..... Date ended .....

..... Reason for leaving & final salary .....

..... Brief outline of duties .....

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**PREVIOUS EMPLOYER**

Name & Address ..... Job Title .....

..... Date started ..... Date ended .....

..... Reason for leaving & final salary .....

..... Brief outline of duties .....

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(Please continue employment history on a separate sheet if necessary.)

**ADDITIONAL INFORMATION**

On a separate sheet (one side A4), please explain briefly how your skills, abilities, experience and achievements to date (e.g. leisure, project, freelance or voluntary work) would contribute to the position applied for. Relate this to the duties outlined in the Job Description. You may enclose an up to date CV if it contains relevant additional information, but do not submit a CV instead of the Application, which must be completed in full.

## INTERESTS, HOBBIES AND ACTIVITIES

Give details of your main interests, hobbies and activities which occupy your time outside work.  
(Continue on a separate sheet if necessary.)

### DRIVING

Do you have a vehicle or other means of transport to use to travel to and from work? **YES/NO**

Do you have a current driving licence? FULL/PROVISIONAL/LGV/PSV/NONE  
(Delete as appropriate)

Number of years licence held ..... Expiry date .....

Have you been convicted of any driving offences? **YES/NO**

If yes, give details including offence codes, dates, points awarded .....

### GENERAL

If offered a position with Fairmont Residential Ltd, would you continue to work in any other capacity?

**YES/NO**

(If yes, give details of other employment including the number of hours worked per week.)

Do you have any family, friends or acquaintances who work at Fairmont Residential Ltd.?

**YES/NO**

(If yes, give name and relationship to you.)

Have you previously applied for employment at Fairmont Residential Ltd?

**YES/NO**

(If yes, give details.)

### REFEREES

Please provide details of two people (not related to you) who may be approached for a reference. Your first referee **must** be a manager at your present or most recent employer, school or college, if you have not been in employment. Preferably, your second referee should also be a past employer.

REFERENCE ONE: May we ask for reference before interview YES/NO			REFERENCE TWO: May we ask for reference before interview YES/NO		
Full Name & Position:			Full Name & Position:		
Company/ Organisation:			Company/ Organisation:		
Full Address:			Full Address:		
Post Code			Post Code		
Tel No:	Day	Night	Tel No:	Day	Night

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## DOCUMENTATION

If you are successful at interview, you will be required to produce one of the following before your employment can commence; a passport confirming that you are a British citizen or a European Economic Area National or a Commonwealth citizen passport with the right of abode or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland or a letter from the Home Office confirming that you are allowed to work or other documentary proof as appropriate.

I confirm I am able to produce one of the above documents:

If you are unable to sign above, please give details:

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## THE REHABILITATION OF OFFENDERS ACT 1974 (Exceptions Order 1975)

In compliance with the Rehabilitation of Offenders Act (1974) applicants for positions working with **SUBSTANTIAL UNSUPERVISED ACCESS, ON A SUSTAINED OR REGULAR BASIS** to vulnerable persons must declare **ALL** convictions or cautions, be they spent or unspent. **A CRIMINAL RECORD WILL NOT NECESSARILY BE A BAR TO OBTAINING A POSITION.** This information will only be used to assess your suitability for the job so far as it is relevant. You will be considered on merit and ability and not discriminated against unfairly.

Details on **ANY** convictions and cautions or pending court cases should be attached to this application (in a sealed envelope if preferred). This information will be treated in the strictest confidence and used only on a need to know basis.

**Those who have no convictions or pending court cases should state here in their own handwriting.**

*'I have no convictions and/or cautions and/or pending court cases'*

All applicants who are offered employment will be subject to a criminal records check from the Criminal Records Bureau before the appointment is confirmed. This check will disclose any details and dates of all spent and unspent convictions, cautions, reprimands and final warnings, and any pending cases.

**FAILURE TO DISCLOSE SUCH DETAILS WILL NORMALLY RESULT IN AN OFFER BEING WITHDRAWN.**

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## DECLARATION:

I declare that all the information given in this application is correct and complete. I understand that if any information I have provided is found to be untrue any offer may be withdrawn or any contract of employment may be terminated.

Applicant's  
Signature:

Date: