

Leehurst Swan

CONFIDENTIAL STAFF

APPLICATION FORM

Post applied for: Supervisor of Facilities and Estates

1. Personal Details

Title: Mr Mrs Miss Ms Other

Surname: First Name:

Address:

.....

..... Post Code

Home Tel No: E-mail:

Work Tel No: Mobile:

May we contact you at work? Yes / No

Date of Birth: Do you have a full UK driving licence? Yes / No

National Insurance Number:.....

2. Education (Secondary, Further and Higher)

Establishment Name and Town	From	To	Qualifications / Grade

3. Job Related Training (include memberships of any professional bodies)

Courses/Professional Body	From	To	Qualifications / Grade

4. Employment

Please start with your most recent job, continue on another sheet, if necessary:

Name of Employer and Type of Business	Post Held	Salary	Date	
			From	To
Reason for leaving:				
Reason for leaving:				
Reason for leaving:				
Reason for leaving:				

5. Reasons for Applying for this Post (please continue on separate sheet if required)

Daytime Tel No: **Email**

(Please complete)

May we contact them prior to interview? Yes/No

Name: Position:
(Including title)

Address:

..... Post Code

Daytime Tel No: **Email**

(Please complete)

May we contact them prior to interview? Yes/No

10. Safeguarding Children

Leehurst Swan is committed to safeguarding children. All employees are required to be checked with the Criminal Record Bureau (CRB) at Standard Level and those posts that involve regular contact with children will have an Enhanced Level check. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs including those regarded as 'spent', must be declared. Selection for employment will be dependent on satisfactory references and CRB check.

11. Health Questionnaire

Candidates are required to complete a health questionnaire and may be subject to health assessments before taking up the appointment.

12. Declarations

I confirm that the information given is correct and I understand that, if this is subsequently found to be inaccurate, it could result in the termination of my employment and possible referral to Police. I am aware that if I am selected I shall be required to consent to a CRB check.

Signed: Date:

I declare that I have no convictions including 'spent' convictions or I have attached details in a sealed envelope marked confidential. I am not on list 99 or disqualified from work with children.

Signed: Date: