



APPLICATION FORM

JANITH HOMES LIMITED, THE ROOKERY, WALCOTT, NR12 OPF

Telephone: 01692 650707 / 01692 651465

E-mail: admin@janithhomes.org

www.janithhomes.org

Position Applied for:

Full Time/Part Time:

How did you hear about this vacancy:

Personal details:

Please enclose a current photograph as proof of identity.

Title:

Surname:

Forenames:

Maiden Name:

Current Address:

Day Time Tel No:

Evening Tel No:

Post Code:

Email:

Hobbies/Interests

Reason for applying for this position:

Do you have any membership of any professional bodies? (if so please give details including any offices held)

Personal Details cont/..

Please answer the below questions with a 'Yes' or 'No'

	YES	NO
Are you double vaccinated against Covid-19?		
Have you had your Covid-19 booster?		
Do you have a full UK driving licence?		
Do you have any current endorsements?		
Do you have use of a car for transport to work?		
Are you a British subject or a national of any EU Country		
If not, do you have the right to work in the UK?		
Do you have a current work permit?		
If so, what type of work permit do you hold? (please send a copy of your BRP / Work Permit along with this application form)		
Please provide your Right to Work Share Code		
Please state the expiry date of your right to work in the UK and/or your work permit and whether there are any restrictions on your work permit.		
Are you a graduate seeking sponsorship to switch to skilled worker?		
When do you graduate?		
Do you require temporary accommodation?		

Disabilities:

Do you have a disability?	
If 'yes' please give brief details of the effects of your disability on your day to day activities, and any other information that you feel would help us to accommodate your needs and thus meet our obligations under the Disability discrimination Act 1995	

Convictions:

Have you ever been convicted of a criminal offence? If so, please give details of any convictions. As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared.

Have you obtained a CRB Enhanced Disclosure	Yes	No
Do we have your permission to obtain an enhanced with Barred Lists DBS check disclosure and adult first check.	Yes	No

Employment History:

Please give a full employment history and explanation for any gaps in employment

Present Post:	Job Title:		
Employer:	Date Started:		
	Salary:		
Major duties and responsibilities:			
What is the notice required in your present post?			
Is your present post your sole regular employment?			
Reason for leaving:			
Previous Posts (please start with the most recent			
Job title:	Employer:	Dates (from-to)	Reason for leaving

Please continue on a separate sheet of paper if required

Training/Education:

Professional qualifications/training	Date achieved	Expiry

Please give details of any other work related skills:		
Are you undertaking any course of study at present? (if so, please give details)		
It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for certificates or your consent to checks being carried out.		
Secondary Education	Dates attended	Qualifications
Further/higher education	Dates Attended	Qualifications

References:

Please give the details of two professional referees, stating how long you have known them. (One should be your current or most recent employer.) References for shortlisted candidates may be taken up before interview unless you request otherwise.	
Name:	Name:
Address:	Address:
Telephone No.	Telephone No.
Occupation:	Occupation:
Time known:	Time known:
May references be taken up before interview?	May references be taken up before interview?
YES/NO:	YES/NO:

Note: Any false, incomplete or misleading statements may lead to dismissal.

If an offer of employment is made the applicant will initially be required to pay for a Criminal Records Bureau check, however, this will be refunded following a trial period and confirmation of permanent employment. The Company will initially pay the costs incurred for induction training and any further training given but the applicant gives consent and authority for the company to recover these costs by deduction from wages due in the event the employee leaves within six months of commencement.

You will be required to complete a health questionnaire at interview stage.

Documents required

Upon receiving a job offer we will need to see your Birth Certificate. We will also require your Passport and Driving License if you hold one.

Data Protection

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request (on payment of a fee) the right of access to personal data held about them.

I hereby give my consent to Janith Homes Ltd processing the data supplied in this application form for the purpose of recruitment and selection.

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

Applicant's signature

Date:

Janith Homes is an Equal Opportunity Employer