

## Confidential Application for Employment

### SECTION 1 – PERSONAL DETAILS

Surname:	Forename(s):
Address:	Telephone (Day):
Post Code:	Mobile:
	Evening:
	Email:
<p>Are you over 23 years of age:</p> <p>Gender:</p> <p>Do you hold a Current Driving Licence?</p> <p>If yes, please list any penalty points:</p>	
<p>Do you have a relationship with anyone employed past or present by Eden Tribe?</p> <p>If you have answered yes to the above please provide the name, position held and relationship with the person below:</p>	

### SECTION 2 – EMPLOYMENT DETAILS

Position Applied For:	
Please tick relevant box:	<div style="display: flex; flex-direction: column; gap: 5px;"> <input type="checkbox"/> Full Time         <input type="checkbox"/> Part time         <input type="checkbox"/> Nights         <input type="checkbox"/> Day       </div>
What date will you be available to start work?	

**SECTION 3 – EDUCATION (There must be no gaps from 16 yrs onwards)**

School/College/University Please give dates to and from	Qualifications (Subjects and Results)	Date Qualification Awarded

If required, you may add additional information using A4 white paper and black ink.

Please state any other training or courses you have attended relevant to the position you have applied for:

Do you speak or read any languages other than English? If yes, please give details:

**SECTION 4 – WORK HISTORY** - Starting with most recent to include any voluntary, unpaid etc.

Name & Address of Employer:	
Telephone:	
Starting/Leaving Dates:	
Job Title:	
Details of Duties/Responsibilities:	
Reason for Leaving:	

Name & Address of Employer:	
Telephone:	
Starting/Leaving Dates:	
Job Title:	
Details of Duties/Responsibilities:	
Reason for Leaving:	

Name & Address of Employer:	
Telephone:	
Starting/Leaving Dates:	
Job Title:	
Details of Duties/Responsibilities:	
Reason for Leaving:	

Name & Address of Employer:	
Telephone:	
Starting/Leaving Dates:	
Job Title:	
Details of Duties/Responsibilities:	
Reason for Leaving:	

If required, you may add additional information

Please note: (if using paper, you must use black ink).

**Please explain reasons for any gaps in Employment (including travelling, child care, unemployment etc):**

--

Have you ever worked for this Company before?
---

If yes, please give details including dates
---

## SECTION 5 – SUPPORTING INFORMATION

Please include any skills and experience you have acquired that can support this application whether within the working environment or outside.

## SECTION 6 - REFERENCES

Please provide the details of two people whom we may contact for references (one of which should be your last or current employer and the second should be from a previous employer or colleague).

**If you do not want us to contact them, without an offer of employment, please tick the box.**

☐

Last Employer	Ex Colleague or Employer
Name:	Name:
Position:	Position:
Name of Company:	Name of Company:
Address:	Address:
Telephone Number:	Telephone Number:
Email:	Email:
Length of Time Known:	Length of Time Known:

### Declaration

It is understood and agreed that any misrepresentation by me on this application form will be sufficient cause for cancellation of this application and/or termination from the employer's service if I am employed.

I give the employer the right to investigate all of the references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## DISCLOSURE OF CRIMINAL CONVICTIONS

All persons working for the Company or who may visit the premises of the company will be in the proximity of children being cared for and therefore must have a current (enhanced) Disclosure & Barring Service Check.

All applicants must therefore complete the following in block capitals and black ink:

**Please list all convictions, cautions and bind-overs, including those which are spent**, giving details of the date and nature of offence, place where it occurred, name of Court, which gave the conviction and penalty, imposed.

Please note that in the majority of cases, criminal offences in themselves will not necessarily preclude an applicant from being appointed to our staff, unless the offence relates to child abuse or serious physical assault. However, failure to disclose all convictions, bind-overs or cautions will result in dismissal.

I declare that the information set out in this application form is correct and true in all respects.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



**DBS Forms:**

Information contained in these forms will be treated in the strictest of confidence.

It is personal data, which will be held in a computer and therefore subject to the Data Protection Act, 1984.

**DECLARATION**

Name:

Address:

Previous Names (if applicable):

I give my permission for officers of **EDEN TRIBE RESIDENTIAL HOME LIMITED** to keep the information received from DBS on file under General Data Protection Regulations.

I consent for officers of **EDEN TRIBE RESIDENTIAL HOME LIMITED** to apply for DBS and to retain and use my Unique Identification number in order that the Company can pay the subscription for the Update Registration annually, should the application be successful.

DBS Certificate Number:

Unique Identification Number:

Date of Birth:

I understand that the enquiries may include checks with:

- Local Social Services Database
- The Police
- Personal Referees
- Health Visitors
- Companies House
- Personal Bankers
- London Team against Fraud

I give consent for any information revealed in the process of enquiries to be shared with my employer and I fully understand that failure to disclose truthful and accurate information may result in refusal of Registration or dismissal from my employment.

Signed:\_\_\_\_\_

Date:\_\_\_\_\_

Print Name:\_\_\_\_\_

### **DOCUMENTS**

I declare that the above particulars are true in every respect. I understand that failure to provide truthful and accurate information will result in my application being refused or my employment/offer of employment being terminated or withdrawn.

The following is a checklist of documents that must be included with this application.

Please mark if you have enclosed them.

A copy of either your Birth Certificate, Driving Licence or Passport	<input type="checkbox"/>
A recent Passport sized photograph of yourself	<input type="checkbox"/>
A copy of certificates or other suitable evidence of any relevant professional qualifications and/or training	<input type="checkbox"/>
Completed Consent Form	<input type="checkbox"/>
Copy of DBS Certificate	<input type="checkbox"/>