



# Application Form

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**  
 (where a grey box appears double click to fill in the field, no hand written applications will be accepted)

## Section 1 Personal details

Last Name:  First Name:

Address:   
  
 Postcode:

Home Telephone N<sup>o</sup>:  National Insurance N<sup>o</sup>:

Daytime Telephone N<sup>o</sup>:

Mobile Telephone N<sup>o</sup>:

E-mail address:

Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes  No

**Driving License**  
 Do you hold a full, clean driving license valid in the UK? Yes  No   
 Do you hold category B+E licence (Trailer) Yes  No

## Section 2 Education, Training and Development

Please give details of any qualification training and development courses which support your application. Include any on the job training as well as formal courses.

Education/Qualification (GCSE, AS/A Level, NVQ, HND, Degree, Higher Degree or other)		Training Courses Attended	
Qualification	Date	Training	Date

## Section 3 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offenders act 1974?

Yes

No

## Section 4 Present Employment

**Present Employment** (If now unemployed give details of last employer)

Name of Employer:

Address:

  
  

Postcode:

Post Title:

Date of Appointment:

Salary:

Department / Section:

Description of duties (min 100 words):

Period of Notice:

Last day of service

(if no longer employed):

Reason for leaving

(if no longer employed):

## Section 5 Work History

**Previous Employment** start with the most recent and work back

Employer	Date	Brief Description Duties	Reason For Leaving

## Section 6 Personal Statement

### Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the position (250 words min).

## Section 7 Health

Number of days sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

## Section 8 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position (job title):	<input type="text"/>	Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>	Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	Postcode <input type="text"/>		Postcode <input type="text"/>
Telephone N <sup>o</sup> :	<input type="text"/>	Telephone N <sup>o</sup> :	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

Are you willing for this referee to be approached Yes  No

Are you willing for this referee to be approached Yes  No

## Statement to be Signed by the Applicant

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

Signed:

Date:

NB. Candidates selected for interview will be notified. Unfortunately applicants who do not hear from Sussex Estate Care Ltd must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.

**If you are returning this form by email, you will be asked to sign your application at interview.**

### RETURNING THIS FORM



**By Post:**

41 Greencourt Drive  
Bognor Regis  
West Sussex  
PO21 5EU

**By E-Mail:**

Jobs@sussexestatecare.co.uk

**Enquiries:**

Telephone: 01243 869435