Application for Employment – Housekeeping Assistant

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| **DISABILITY** – If you are unable to complete this form yourself because of a disability, it may be completed on your behalf by someone else, but you must sign it. If you are invited to interview, you will be asked for details of any additional assistance or equipment you may require for the assessment tests or at interview. |
| **PERSONAL INFORMATION**  Surname/Family Name  Any other name that you may have been known by  Forenames  Address    Home Tel Mobile  Email……………………………………………………………………………………………  National Insurance Number………………………………………………………………….  If you are not a British or EU national, please give details of any conditions related to your employment. |
| Employers name and address        Key responsibilities of post |

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| **PREVIOUS EMPLOYMENT**  All time since leaving full-time education should be accounted for. Full details should be given of any period not accounted for by full-time employment, education of training. This would include for example, unemployment, voluntary work, raising a family, part-time work or education. Further clarification may be sought at interview. | | | | |
| From (Month & year) | To  (Month & year) | Title & key responsibilities | Employers name and address | Reason for leaving |
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| EDUCATION AND TRAINING  Please give details of examinations passed and qualifications gained, including any professional qualifications | | | | | |
| Date | School/College or Training Centre | | Qualification | | Grade Achieved |
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| **EXPERIENCE AND RELEVANT SKILLS**  Please give examples of how your knowledge or skills and experience enable you to fulfil the role you are applying for. | | | | | |
| **REFEREES**  Please give the names and addresses of two people (not related to you) from whom references may be obtained. One must be your current or most recent employer. Please note that we reserve the right to contact any previous employer for a reference. We will not contact your current employer at this stage. | | | | | |
| Name | | Address, E-mail and telephone number | | How long known referee and in what capacity | |
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| **Please note:**  This post is subject to an enhanced level DBS check and favourable references.  **Declaration**:  In accordance with the Data Protection Act of 1988 I give consent for the information contained in this form to be processed in accordance with Church Policy for the purposes of recruitment and employment. I understand that if I am appointed, this application form will become a part of my personal file and that if I am not appointed it will be stored for 6 months and then destroyed. I understand that my Confidential Declaration form will be held securely and in strict confidence by the child protection co-ordinator and retained for 100 years.  The Catholic Church is committed to Equal Opportunities. This selection process is designed to select, promote and treat people on the basis of their merits and abilities within British Law. The information given is to the best of my knowledge and correct. I understand that deliberate misrepresentation or omission of factual information requested may lead to dismissal/legal action.  **Signed** **Date** | | | | | |