

APPLICATION FORM (Private and Confidential)

"Our success is dependent on every single individual in our team"

Please complete the following using BLOCK CAPITALS & delete where applicable (*)

Position applied for		Full Time/Part Time*
Title	Mr/Mrs/Miss/Ms*	
Name		
Address		
Post code		
Telephone numbers	Home:	Mobile:
E-mail address		

Work History
Give details of your previous work history (including voluntary or unpaid work) beginning with the most recent post.
Continue on a separate sheet if necessary.

Name and address of employer	Dates from & to	Job title	Reason for leaving	Salary

Please describe your present appointment, indicating to whom you are responsible and who is responsible to you

What are your main responsibilities and activities?

(Use additional paper if necessary)

Education and Qualifications

Please give the following details. Continue on a separate sheet if necessary.

School/college/university or other	Dates attended	Qualifications gained (including subject, grade and date obtained)

Other Relevant Information

Please give your reasons for applying and explain how your experience, skills and training are relevant to the post in question. Please provide any additional information that you feel is relevant to your application. Continue on a separate sheet if necessary.

Availability

Please indicate which days and times you are available to work:

Criminal Convictions

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure Barring Service.

Eligibility to Work

Do you require a work permit to work in the UK?

If 'yes' do you currently hold a work permit?

If 'yes' please complete the following

Type	Status (applied/renewed)	Number	Duration	Start Date	Expiry Date

Driving Licence

Do you have a current driving licence?	
If 'yes', do you currently have any endorsements?	
If 'yes', please give the reasons for the endorsements	

Part of your role may require you to drive a company vehicle. In this case we will ask you to provide us with a code to allow us to check your licence details online with the DVLA.

Declaration and Acknowledgement

I certify that the information contained on this form, and any attachments, are complete and accurate in all respects.

I understand that all offers of employment are conditional upon satisfactory references and permission to work in the UK. I understand that any information obtained which may have precluded Rockliffe Hall Limited from making me an offer of employment may lead to withdrawal of the offer. If such a discovery is made after my employment commences, I understand that this may lead to disciplinary action or dismissal.

Rockliffe Hall Limited is the Data Controller of the information you provide or information collected about you from a third party as part of the recruitment process for the position for which you have applied. Rockliffe Hall Limited will process information about you to perform checks on your employment, to verify the information you have provided and to conduct necessary background investigations for the purpose of pre-employment checks and contract formalities.

We take data protection seriously and only process data in accordance with the General Data Protection Regulation ("GDPR") and our Privacy Notice (Recruitment), a copy of which is available at www.rockliffehall.com or from the HR Manager or Data Protection Officer at Rockliffe Hall Limited.

Signature:**Name:****Date:**