

APPLICATION FORM

Please complete this form carefully and clearly and submit by email to info@shepherdsdene.co.uk or by post to The Director, Shepherds Dene Retreat House, Riding Mill, Northumberland NE44 6AF), marked 'Confidential'.

Post applied for: Housekeeper		
PERSONAL DETAILS		
Surname		Forename(s):
Correspondence address:		
Email:		
Work telephone:	Home telephone:	Mobile telephone:
EMPLOYMENT DETAILS		
Current or most recent employer's name:		
Employer's address:		
Title of post:		Current or final pay:
Starting date:		Leaving date (if applicable):
Brief description of duties:		

OTHER WORK EXPERIENCE (paid or unpaid). Put most recent first

From	To	Name and address of employer	Position held	Duties

EDUCATION

Establishment	Qualification(s)	Year of qualification

TRAINING, LIFE SKILLS, INTERESTS

Please give details of any other relevant training, qualifications or skills not previously covered:

SUITABILITY FOR THE POST

After reading the Job Description and Person Specification carefully, please give concise details regarding your suitability for this post. You may attach ONE additional A4 page to complete this question.

Please give details (as applicable) of any disability or special needs you consider that you have.

REHABILITATION OF OFFENDERS ACT 1974

Subject to the above Act, do you have any criminal convictions or court actions pending?

Please tick box

Yes

No

REFEREES

Please give details of two referees. One should be your current or most recent employer

Name		Name	
Address:		Address:	
Telephone number: e-mail address:		Telephone number: e-mail address:	
Company position/relationship:		Company position/relationship:	
May we contact prior to interview? (please circle)	Yes No	May we contact prior to interview	Yes No

DECLARATION

I confirm that the details given in this form are complete and accurate. I understand that giving false or misleading information may prevent consideration for the post, nullify any offer of employment and give grounds for dismissal if appointed

Signed:

Dated:

Thank you for your interest in the post and for taking the time to complete this form. We will acknowledge your application by email and will contact if you have been shortlisted for interview.

Please note that the successful candidate will be working with young people and vulnerable adults at times and will therefore be subject to a DBS check as part of our policy of 'Safer Recruitment'.

Please contact us on 01434 682212 if you require any further information.