

## JOB APPLICATION FORM

Please complete this form in full and return it to:  
[lauren.loveday@meath.org.uk](mailto:lauren.loveday@meath.org.uk)

Personal Details	
<b>Full Name:</b>	
<b>Current address including postal code:</b>	
<b>Email address:</b>	
<b>Mobile:</b>	
<b>Day time telephone number:</b>	
Employment Information	
Please submit with your application your up to date C.V. including all qualifications and employment history, where there are any gaps in employment, confirm the reasons for this.	
<b>Position applied for:</b>	
<b>Name of current / last employer:</b>	
<b>Current / last position held:</b>	
<b>Current / leaving salary:</b>	
<b>Current benefits:</b>	
<b>Start date at current employer:</b>	
<b>Notice Period:</b>	
<b>Holiday commitments over the next six months:</b>	

<b>Reasons for wanting to leave current Employer:</b>	
<b>Reasons for applying for this role:</b>	
<b>What are your main duties/responsibilities in your current job:</b>	
<b>Please provide any other relevant training, professional qualifications or work-related skills for example languages, Makaton, shorthand, etc:</b>	
<b>Please provide details of any undertaking of course of study at present, where applicable:</b>	
<b>Please provide details of any membership of any professional bodies:</b>	

<b>Other Details</b>		
<b>Are there any restrictions on your right to work in the UK?</b>	<b>Yes</b>	<b>No</b>
<b>If yes, please state restrictions and the expiry date of any permissions.</b>		
<b>Do you have a full driving licence?</b>	<b>Yes</b>	<b>No</b>
<b>Do you have use of a car?</b>	<b>Yes</b>	<b>No</b>
<b>Do you require any special arrangements to be made for your interview because of a disability?</b>	<b>Yes</b>	<b>No</b>
<b>Where did you hear about this position?</b>		
<b>If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010:</b>		

### References

Please give the details of two referees, one should be your current or most recent employer.

1. Name, Address, Telephone, Email, Occupation, Time Known	2. Name, Address, Telephone, Email, Occupation, Time Known
<b>May references be taken up before interview?</b>	<b>May references be taken up before interview?</b>
YES/NO	YES/NO

**Data protection:** Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them. The organisation treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the organisation's job applicant privacy notice. This privacy notice Policy explains when and why we collect personal information how we use it, the conditions under which we may disclose it to others and how we keep it secure. It only applies to information we collect about you when using our application form, whenever you contact us, volunteer with us or become involved with us in any way. We may change this privacy notice Policy from time to time so please check our website to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

If you have any questions regarding this Policy and our privacy practices, you can contact - **Data Protection Lead**- Mr Ramesh Poudel at [dataprotection@meath.org.uk](mailto:dataprotection@meath.org.uk)

**Declaration:** I declare that the information given in this application is to the best of my knowledge complete and correct.

Applicant's signature.....

Note: Any false, incomplete or misleading statements may lead to dismissal.

Applicants full name: . . . . .

Applicant's name and address: . . . . .

. . . . .

. . . . .

. . . . .

Post applied for: . . . . .

I hereby voluntarily disclose the following information:

Date

Place

. . . . .

. . . . .

. . . . .

. . . . .

. . . . .

. . . . .

Caution, Reprimand, Conviction

. . . . .

. . . . .

. . . . .

. . . . .

. . . . .

. . . . .

Signature: . . . . .

Dated: . . . . .

This information is confidential and will be shared with the HR Department. If there are any cautions, reprimands or convictions that warrant more information this will be shared with the Registered Manager and Head of Residential & Commercial Services.