



# CONFIDENTIAL APPLICATION FORM FOR EMPLOYMENT



Thank you for your interest in working at Lilian Faithfull Care (referred to as LFC in this form). You can save and complete this application form onto your phone or computer and email back to [hr@lfhgroup.co.uk](mailto:hr@lfhgroup.co.uk). Alternatively you can print it out, complete it and then return it by post or scan in and email to HR. If you have any difficulties please do not hesitate to us by email or phone 01242 500416.

We hope we will soon be able to welcome you to our Lilian Faithfull Care family.

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## 1. POSITION APPLICATION

Position applied for:

Date available to take up employment:

Introduced to LFC by a friend:  Yes  No (if yes please detail)

How did you hear about the position at LFC? (Please tick all that apply)

LFC website  Recruitment sites  Social Media  Jobs Fair  Recommended  Other

## 2. ABLE TO WORK

Full Time  Part Time  Bank Work  Days  Nights

## 3. PERSONAL DETAILS

Title:

Surname:

Forenames:

Nationality:

Are you:  Single  Married  Divorced  Widowed  Other

Address:

Post Code:

At address since: (Month & Year)

Email address:

Home Telephone No:

Mobile Telephone No:

National Insurance No:

## 4. ADDITIONAL PERSONAL DETAILS:

Any other Surname used:

From:

Until:

Any other Forename used:

From:

Until:

Place of Birth (Town/City):

County/District:

Born in the UK:  Yes  No If no, please state country:

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## 5. PREVIOUS ADDRESSES

Please provide your most recent address(es) where you have lived **over the last 5 years** including dates (month and year). Use a continuation sheet if necessary.

Address:		
Post Code:	From Date:	To Date:
Address:		
Post Code:	From Date:	To Date:

## 6. EDUCATION & QUALIFICATIONS

Please include: Schools attended, from/to dates and qualifications (including grades)

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## 7. MEMBERSHIP OF PROFESSIONAL ORGANISATION

NMC Pin Number (Nurses):
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## 8. PREVIOUS EMPLOYMENT & REFERENCES

Please provide a full and complete employment history, starting with your most recent employment first and work backwards. It is a CQC requirement that we obtain references for your last 5 years of employment. Using a separate piece of paper, if relevant, please also provide an explanation of any gaps (if applicable):

Current/Last Employer:	
Address:	
Job Title:	Start Date:
Reason for Leaving:	Date Left:
Duties / Responsibilities:	
Final Rate of Pay/Salary:	Notice required:
Reference Name:	Reference Email:

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Previous Employer:	
Address:	
Job Title:	Start Date:
Reason for Leaving:	Date Left:
Duties / Responsibilities:	
Final Rate of Pay/Salary:	
Reference Name:	Reference Email:

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Previous Employer:	
Address:	
Job Title:	Start Date:
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Previous Employer:	
Address:	
Job Title:	Start Date:
Reason for Leaving:	Date Left:
Duties / Responsibilities:	
Final Rate of Pay/Salary:	
Reference Name:	Reference Email:

**CONSENT:**

I, [redacted] hereby authorise LFC to obtain references from the following to support this application once an offer has been made and accepted and release LFC and referees from any liability caused by giving / receiving information.

**9. IF OFFERED EMPLOYMENT WITH LFC WILL YOU CONTINUE TO WORK IN ANY OTHER CAPACITY?**

[redacted]

**10. INTERESTS / HOBBIES**

(Give details of pastimes, sports, etc)

[redacted]

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## 11. REHABILITATION OF OFFENDERS ACT 1974

Certain previous convictions can be regarded as 'spent' under certain circumstances. However, this does not apply to persons seeking employment in Registered Care Homes.

You are therefore required to answer the following:

Have you ever been convicted of ANY criminal offence?  Yes  No

If yes please details:

I hereby give consent for LFC to liaise with other agencies (i.e. police, social services, probation service)  Yes  No

Do you have a DBS check dated within the last 3 months?  Yes  No

## 12. PERMISSION TO WORK IN THE UK

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?  Yes  No

If you are successful in your application would you require permission to work in the UK?  Yes  No

If you are not a British or Irish citizen please provide your Share Code:

## 13. NEXT OF KIN PLEASE GIVE DETAILS OF PERSON WHO CAN BE CONTACTED IN AN EMERGENCY

Name:

Address:

Post Code:

Relationship:

Day Telephone No:

Evening Telephone No:

## 14. OTHER INFORMATION

Please use the space below to give any other information you consider to be relevant, including reasons why you consider yourself suitable for employment with LFC. (Continue on a separate sheet as necessary.)

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## 15. ARE YOU RELATED TO ANYONE CURRENTLY EMPLOYED BY LFC

If yes please provide details:

## 16. RECRUITMENT POLICY:

It is LFC's Policy to employ the best qualified personnel and provide Equal Opportunity for the advancement of employee's, including promotion and training, and not to discriminate against any person because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

### Declaration:

- I authorise LFC to obtain references to support this application once an offer has been made and accepted, and release LFC and referees from any liability caused by giving/receiving information;
- I agree to the application for a Disclosure and Barring Service (DBS) check and agree that the cost will be deducted from my salary, although refunded after successful probation period;
- I accept that the information on this application form will be processed by LFC in compliance with the General Data Protection Regulation (GDPR) 2018. A copy of the interim privacy policy will be provided.
- I confirm that the information given on this form is, to the best of my knowledge, true and complete;
- I note that any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature:

Date:

Thank you for completing this application. Please email form to [hr@lfhgroup.co.uk](mailto:hr@lfhgroup.co.uk) or post back to the HR department at Lilian Faithfull Care, Head Office, Ground Floor West, Festival House, Jessop Avenue, Cheltenham GL50 3SH. If you have any difficulties please email or call 01242 500416.

You can find out more about Lilian Faithfull Care at [www.lilianfaithfull.co.uk](http://www.lilianfaithfull.co.uk) or visit our social media pages.