

APPLICATION FORM: HOUSEKEEPING ASSISTANT

A. PERSONAL DETAILS

Title:

Forename:

Surname:

Address:

Post code:

Day Tel:

Evening Tel:

Email:

B. REFERENCES

Please give the name and address of two referees, one of whom should be your present or most recent employer.

Name:

Name:

Position:

Position:

Address:

Address:

Telephone:

Telephone:

Email:

Email:

May we contact this referee prior to interview? Yes No

May we contact this referee prior to interview? Yes No

C1. GENERAL EDUCATION (SCHOOLS)

School

Examinations Passed and Grades

C2. FURTHER/HIGHER EDUCATION

College/University

Qualifications Obtained

D. TRAINING AND DEVELOPMENT

Please give details of any training courses that you have attended that are relevant to your application.

Course Title

Date(s)

Content of Course

E1. EMPLOYMENT HISTORY

With regard to your present or most recent employment, please state:

Name:

Address:

Position Held:

Date From:

Date To:

Summary of Responsibilities:

Reasons for Leaving:

E2. EMPLOYMENT HISTORY

Please state in date order previous posts held:

Dates From/To	Employer Name & Address	Position Held, Duties & Reason for Leaving
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F. PERSONAL STATEMENT

Please use this space to give us further information about yourself, your career, your activities and your personal interests that you think is relevant to your application. Please also give your reasons for applying for this post. If necessary, continue on a separate sheet.

G. CAUTIONS AND CONVICTIONS

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?

Yes No If yes, please give details (if necessary, continue on a separate sheet):

H. DECLARATION

Are you eligible to work in the UK? Yes No

If yes, please give details of the documentation you can provide to demonstrate this:

Passport/European Economic Area Identity Card Birth Certificate
Travel documentation showing an authorisation to reside and work in the UK

I declare that, to the best of my belief, all information given on this form is true and complete. I understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to my dismissal without notice.

Signature:

Date:

Your signature on this document gives Sarum College the right, under the Data Protection Act 1998, to process the information you have given, including data of a sensitive nature, for processes relating to your application for employment, which have been notified to the Offices of the Information Commissioner. Any processing of the data by Sarum College will be in accordance with its Data Protection Policy and the processing principles set out in the Act. Application forms of unsuccessful candidates will be destroyed after 6 months.

Our preference is for applications to be completed electronically and sent by email to jbrownhill@sarum.ac.uk. However, if you wish to download and print the documents, please either hand them into Reception (Sarum College is located in Salisbury's Cathedral Close) or send them by post to the following address:

Housekeeping Assistant Post, Sarum College, 19 The Close, Salisbury SP1 2EE

Please note that only those applicants who send a completed application form will be considered.

As a charity, we make every effort to keep our expenditures under control. If you apply and wish to have receipt of your application acknowledged by email, please note this in your message when you send your application documents. If you wish to have a confirmation by post, please enclose a stamped and addressed postcard with your application.