

Employment Application Form

Position applied for

Section 1 Personal Details

Title Forename(s) Surname

Address

Postcode

Home Telephone

Mobile

Email

Please provide an email address as we would prefer to communicate by email to save on our postage costs.

Gender Male

Female

Date Of Birth

Section 2 Driving

Do you hold UK driving licence? Yes
No

Is your licence clean? (if no please give details) Yes _____
No _____

Do you have your own vehicle? Yes _____
(If no please give details on how you will travel to Gables Farm for work) No _____
Please note: Gables Farm is not on any bus routes.

Section 3 Education (please start with the most recent)

Names/dates of Schools/Colleges attended	Qualifications	Subject/Course	Grade/Result

Please give details of any additional qualifications or training (with dates where possible) including membership of professional bodies. Please continue on a separate sheet if necessary.

Section 4 Employment History

Present employer

(If you are currently unemployed please fill in the section below)

Name and Address of Employer and nature of business	Job Title/Job Description	Date Joined	Notice Required

Name and job title of person at current employment to contact for a reference.

Most recent employer (if currently unemployed)

Name and Address of Employer and nature of business	Job Title/Job Description	Date Joined	Date Left	Reason for leaving

Name and job title of person at previous employment to contact for a reference.

Section 4 Employment History—continued

Previous Employment

Please list starting with most recent

(If there are any gaps between employment please state the reason for this).

Name and Address of Employer	Job Title/Job Description	Start Date	End Date	Reason for leaving
Please continue on a separate sheet if necessary				

Have you ever been employed by Gables Farm Dogs' & Cats' Home before?
(if yes, please give dates and job title)

Yes
No

Have you ever applied for a position at Gables Farm Dogs' & Cats' Home before? (if yes, please give dates and job title)

Yes
No

Section 5 Supporting Statement

Please make sure you have read the person specification (available to download on our website), which details the skills, abilities, knowledge, experience and qualifications required for the effective performance of the position. Your supporting statement should demonstrate how you meet these criteria, drawing from all aspects of your education and experience, including paid and unpaid employment. This will form the basis of our selection criteria.

Section 6 References

Please give the names and addresses of two people (unrelated to you) who are able to provide you with a reference., one of which must be your current or most recent employer.

Name:

Name:

Occupation/Position:

Occupation/Position:

Address:

Address:

Telephone:

Telephone:

Fax:

Fax:

Email:

Email:

Section 7 Community/Volunteer Experience

Name and Address of Organisation	Position/Job Title and duties

Section 8 Other Interests/Activities

Please describe any of your other interests or activities?

Do you have any business interests or spare time activities directly related to animal welfare? If yes, please give details. Yes
No

Section 9 Recruitment Policy

Rehabilitation of Offenders Act 1974: You are required to declare any unspent criminal convictions against you including any Police Cautions. If you have none, please state “no convictions to declare”.

It is Gables Farm Dogs’ & Cats’ Home’s policy to employ the best qualified personnel and provide equal opportunities for the advancement of employees including promotion and training and not to discriminate against a person because of race, colour, national origin, sexual orientation, religion or belief, disability or age.

Please Note: After interview, any offer of employment will be subject to the completion of an occupational health assessment. You must be aware that our Health & Safety policy will require you to attend any relevant health & Safety training programmes.

I authorise the Organisation to obtain references to support this application once an offer of employment has been made and accepted and release Gables Farm Dogs’ & Cats’ Home and referees from any liability caused by giving and receiving information.

Declaration: I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statements may be sufficient cause for rejection or if employed, dismissal.

Signed _____ Date _____

Section 10 Data Protection Notice

Gables Farm Dogs’ & Cats’ Home will use your information, including any which you provide on our application form, to assess your suitability for employment with us. If your application is unsuccessful we would like to keep a record of your information in case other job opportunities arise in the future which we think may interest you. If you do not wish us to do so please tick here

If your application is successful we will use your information for personnel administration and management purposes.

We may share your personal data with organisations that provide and administer employee benefits such as payroll and where we are required to do so by operation of law.

Please send your completed application form to:

The General Manager
Gables Farm Dogs’ & Cats’ Home
204 Merafield Road
Plymouth
PL7 1UQ