



Application form for employment

Please contact us if you need this application form in an alternative format or if you need any adjustments if you are asked to attend an interview.

Return to: The Abbeyfield Society, Abbeyfield House, 53 Victoria Street, St Albans, Herts AL1 3UW
T 01727 857536 · F 01727 846168 · email: recruitment@abbeyfield.com · www.abbeyfield.com
Registered charity 200719

Important: PLEASE WRITE CLEARLY IN BLACK INK

PERSONAL DETAILS

Surname	Title (Mr/Mrs/Miss/Ms/Dr)
First Names	
Home Address	
	Postcode
Telephone no.(home)	Daytime (if convenient)
Mobile no.	Email
Do you possess a current, clean driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please give details of any penalty points and reason.	

POST INFORMATION

Post applied for:	Ref:
Location:	Where advertised?:
Have you ever applied for a post with Abbeyfield before?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been employed by Abbeyfield before?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please give details?	

REFERENCES

Please provide us with details of 3 referees below.

Present/Last Employer

Name	Address	Occupation	Tel no.

Previous Employer

Name	Address	Occupation	Tel no.

Personal reference

Name	Address	Occupation	Tel no.

CONVICTIONS

Please enter below details of conviction for any offences or formal cautions by police for any offence or any bind-overs imposed by any court. You must include spent convictions under the Rehabilitation of Offenders Act 1974.

Have you ever had any cautions/convictions? Yes No

Date of offence/offences. Give details.

Result

Abbeyfield carries out Criminal Records Bureau (CRB) checks on all successful candidates.

DECLARATION

I hereby declare that I have answered all questions fully and truthfully and understand that false or misleading information will lead to my disqualification. Under the Data Protection Act 1998 I understand that personal information about me may be held on or verified by computer for personnel/employee administration purposes including analysis for management purposes and statutory returns.

Candidate signature

Date



DIVERSITY & EQUALITY STATEMENT

Abbeyfield is committed to an Equal Opportunities Policy in employment and will assess for jobs without regard to gender, age, race, colour, disability, sexual orientation, nationality, ethnic or national origin or marital status.

Please fill in this form as fully as possible so that we can monitor the implementation of our Equal Opportunities Policy.

The answers you provide in this section will be treated in the strictest confidence and will only be used for statistical monitoring. This section will be detached from the application form before the shortlisting and interview process begins.

PLEASE TICK THE APPROPRIATE BOXES

I am

Male Female

Marital Status

Married/Civil Partnership Other

I would describe my ethnic origin as

White

British Irish Any other white background

Mixed

White and Black Caribbean White and Black African
 White and Asian Any other Mixed background

Asian or Asian British

Indian Pakistani Bangladeshi Any other Asian background

Black or Black British

Caribbean African Any other Black background

Chinese

Other Ethnic group

Any other Ethnic group please state