

# Torr Home

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## **JOB APPLICATION FORM**

*Note: The information given in this application form will be held in strictest confidence in keeping with your rights under the Data Protection Act 1988 and the Human Rights Act 1998. It will not be disclosed to any unauthorised third party without your express permission.*

*Torr Home operates an equal opportunity policy for recruitment of all staff*

### **PART 1 – Personal Details**

Please state your full name	SURNAME: FIRST NAMES:
What is your address?	ADDRESS:  POST CODE: TEL NO:
Where were you born?	PLACE OF BIRTH:
If born overseas, do you need a work permit to work in the UK.?	YES / NO If yes please provide relevant information.
What is your National Insurance No.? <i>Note: If you do not have (or are unable to provide) documentary evidence of your National Insurance Number, you will be required to produce some other document confirming your employment status within the UK</i>	NI NUMBER:
For accident and emergency purposes, what is the name, address and telephone number of your husband, wife, partner or nearest next of kin?	NAME: ADDRESS:  TEL NO.:

Have you ever been convicted at a Court and / or cautioned by the Police for any offence other than “spent convictions” as defined in the Rehabilitation of Offenders Act 1974.

YES / NO  
If ‘yes’ please give details

In order to ensure fairness and openness please state whether you are related to or in a relationship with a Board member or an employee of the Company.

## **PART 2 – Work Experience**

What vacancy are you applying for?

JOB TITLE:

Are you employed at the present time?

YES/NO  
If YES, what notice are you required to give?

And when would you be free to start work with this Company?

Please provide evidence of a full employment history including a satisfactory written explanation of any gaps in employment. You should start with your current situation and work backwards in chronological order.

### **LAST/PRESENT JOB**

Name and address of employer:

Main duties:

Tel No:

Date started:

Position Held:

Date left:

Reason for leaving:

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**PREVIOUS JOB (1)**

Name and address of employer:

Main duties:

Tel No:

Date started:

Position Held:

Date left:

Reason for leaving:

**PREVIOUS JOB (2)**

Name and address of employer:

Main duties:

Tel No:

Date started:

Position Held:

Date left:

Reason for leaving:

**PREVIOUS JOB (3)**

Name and address of employer:

Main duties:

Tel No:

Date started:

Position Held:

Date left:

Reason for leaving:

Please continue on a separate sheet of paper if necessary.

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**Gaps in Employment**

Dates		Explanation
From	To	

## Gaps in Employment - continued

Dates		Explanation
From	To	

## PART 3 – Education and Qualifications

### Secondary education

Give brief details of your secondary education:  
The name and location of your last school, subjects studied and exam results in those subjects (state whether GCSE or 'A' level or equivalent in each case) and year taken:

Name of School:  
Location of School:  
Exam Results:

### Tertiary Education

Do you have a degree?  
If YES, what degree do you have, when did you obtain it, and what university did you attend?

YES/NO

Do you have an HND,HNC,NVQ or equivalent qualification?  
If YES, please give details (including the name and location of the college/s or university/ies you attended), including the dates on which you obtained these qualifications

YES/NO

Do you have any technical qualifications or other skills that you consider to be relevant to the job you are applying for?  
If YES please give details

YES/NO

<p>Are you a member of a professional body or association? If YES please give details</p>	<p>YES / NO</p>
<p>Do you have a driving licence?  HGV licence?  Do you have any driving endorsements?          NB - Only answer the questions on driving if relevant to the job you are applying for.</p>	<p>YES / NO  YES / NO  YES / NO  If yes please give details:</p>

**PART 4 – Work References**

*Note:* It is the Company’s policy to obtain references from a job applicant’s previous employers. However, we will not approach your present employer until an offer of employment has been made and accepted.

<p><b>Referees</b> Please provide the names and addresses of 2 Referees.</p>	<p>Name: Company: Address:</p> <p>Position / Occupation: Telephone Number: Relationship to Applicant: Email address: Length of time you have known this person:</p> <p>Name: Company: Address:</p> <p>Position / Occupation: Telephone Number: Relationship to Applicant: Email address: Length of time you have known this person:</p>
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## **PART 5 – Hobbies and Interests**

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Please use the space below to provide details of your hobbies and interests including any involvement with Voluntary Organisations.

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## **PART 6 – Personal Statement**

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Using the space below, please explain your interest in the job you have applied for, the qualities and characteristics that you believe best equip you for such a job, any notable achievements in your previous employments, and your ambitions for the future?

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*I declare that all statements made by me in my application for this post are true to the best of my knowledge. In the event of appointment to any post at Torr Home, the failure to provide or omit to provide full accurate information could lead to dismissal.*

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17 Signature:

Date:

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# Torr Home

## PRE-OFFER MEDICAL QUESTIONNAIRE FORM

### PRIVATE AND CONFIDENTIAL

Name and address of candidate: .....

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.....

Please answer the following questions in the space provided:

	<b>Question</b>	<b>Answer</b>
1	Please state whether you have any specific requirements or require any adjustments in order to attend for interview	
2	In relation to the role you are applying for, do you have any physical, medical or health issue which may impact on your ability to carry out the role?	
3	We monitor diversity. Please confirm whether you have any physical or mental impairment which has an impact on your ability to carry out day-to-day activities or which may be a “disability” within the meaning of the Disability Discrimination Act 1995	
4	We require candidates with good physical fitness, communication and organisational skills to perform effectively in providing holistic care for our elderly residents. Do you feel that you have these qualities?	