

From all walks of life

Application Form

www.derwentliving.com

Position applied for: _____ Name: _____

Try our Values for size! You can go onto the continuation page if you wish but please keep it short.

Customer Focus

We all have difficult customers. Tell us about the most difficult customer you have ever dealt with.

What do you think is good customer service?

Respecting People

Tell us about a time when you had a disagreement with a colleague and how you resolved it.

Describe the most effective team you have ever worked with.

Accountability

We all dislike some parts of our job, what type of work do you dislike?

Tell us about the best solution you have produced to a work problem or obstacle.

Challenging Preconceptions

Tell us about a time when you challenged the way things were done at work.

Tell us about your best suggestion at work on how to improve things.

Commercial Focus

Thinking about your most recent job, explain how it contributed to the success of the organisation.

What do you think makes a business successful?

Outstanding? Tell us about it...

PRIVATE AND CONFIDENTIAL

Please complete this form in BLOCK CAPITALS

Position applied for: _____

Personal Details

Title ____ First Name _____ Surname _____

National Insurance Number _____

Do you hold a current valid driving licence? YES NO

Do you have use of a vehicle? YES NO

Contact Details

Address _____

_____ Postcode _____

Daytime contact no _____ Evening contact no _____

Work contact no _____ Email address _____

First steps. Tell us about your education.

Secondary/Comprehensive/Grammar School

Subject _____ Grade _____

Further Education

Subject _____ Grade _____

Higher Education

Subject _____ Grade _____

Specialist/relevant training

Are you a member of a professional organisation? YES NO

If yes, please give details.

What does your career path look like?

Current Employer

Company name _____ Dates from _____ to _____

Position _____

What do you enjoy about your current job?

What are your key achievements?

Reason you want to move on

What salary package are you looking for? _____

Previous position 1

Company name _____ Dates from _____ to _____

Position _____ Salary on leaving _____

Salary on leaving _____

Reasons for leaving _____

Key achievements _____

Previous position 2

Company name _____ Dates from _____ to _____

Position _____ Salary on leaving _____

Salary on leaving _____

Reasons for leaving _____

Key achievements _____

Back on your feet...

How many times have you been absent from work in the last two years due to sickness?

Number of occasions _____ Total days _____

Put a foot wrong?

Have you been subject to a disciplinary hearing/penalty in the last 12 months?

YES NO

If yes, please give details

Referees

Please supply contact details for two people who are not related to you and are able to comment on your ability to meet the requirements of the job applied for.

Current/previous employer

Name _____

Address _____

Email _____ Contact tel no _____

Working relationship to you _____

Current/previous employer

Name _____

Address _____

Email _____ Contact tel no _____

Working relationship to you _____

Additional reference

If the post applied for is supervisory/managerial, Derwent Living require an additional reference from someone you have managed. Please supply contact details for someone who currently reports, or previously reported, to you who can comment on your managerial style.

Name _____

Address _____

Email _____ Contact tel no _____

Working relationship to you _____

Are you related to any member of Derwent Living's Board, staff or consultant/
contractor currently working for Derwent Living? YES NO

If yes, please give details. _____

DATA PROTECTION ACT (1998)

The data used on this form will be used by Derwent Living solely for the purposes of processing your application and will not be disclosed to any third parties.

Just one more thing...

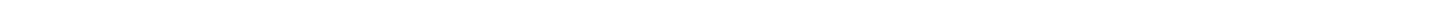
In a short paragraph please tell us why you are the right person for this job.

DECLARATION

By signing I agree that the information I have given above is to the best of my knowledge, accurate and complete. I accept that deliberately providing false information or withholding facts may disqualify me for employment or render me liable to instant dismissal.

Signature _____ Date _____

Continuation page



Diversity

Derwent Living believes that everyone has a part to play, and everyone should have the opportunity to show what they can do. We love the mix of ideas and influences everyone brings to our organisation, so we welcome everyone – just as long as they are passionate. This section is simply for our records, so we can be sure we're doing the right things – it will be torn off, and the recruiting manager won't see it.

Position applied for

Where did you see this vacancy?

Religion

Any special requirements?

Date of birth

Gender

Are you: Male Female
Transgender

Sexuality

Are you: Heterosexual Gay
Lesbian Bisexual

Disability

Do you consider yourself to have a disability as defined by the Disability Discrimination Act (1995)?

The Disability Discrimination Act (1995) defines a disabled person with a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

YES NO

Ethnicity

What is your ethnic group? Are you:

White English/Welsh/Scottish/
Northern Irish/British Irish Gypsy
or Irish Traveller Any other White
background, write in space below

Mixed/multiple ethnic groups

White and Black Caribbean White
and Black African White and Asian
 Any other mixed/multiple ethnic
background, write in space below

Asian/Asian British

Indian Pakistani Bangladeshi
Chinese Any other Asian
background, write in space below

African/Caribbean/Black/Black British

Caribbean African Any other
African/Caribbean/Black background,
write in space below

Other ethnic group

Arab Any other ethnic group, write in
space below

Eligibility to work in the UK

Are you leagally permitted to work in
the Uk? Yes No

Rehabilitation of Offenders Act (1974)

Please give details of any convictions,
which are not deemed as spent or are
exempt from the Rehabilitation of
Offenders Act (1974).

Some posts that involve unsupervised
access to children or vulnerable adults
require a Criminal Records Bureau
Disclosure check. Where this is the
case it will be clearly stated in the
applicant information pack and at
interview.