



# Application for Employment

All information will be treated as strictly confidential, and no approach will be made to any person without your permission. Please print clearly.

**Position applied for:**

If you obtained this position, would you continue in any other employment? Yes / No

Are you entitled to enter or remain in the UK and undertake the work in question? Yes / No

Do we need to make any disability-related adjustments to allow you to take part in the recruitment process? Yes / No

## Personal details

Title: Forename(s): Surname:

Home address:

Postcode: Home telephone:

Email:

## Education and training

School, college, etc.

Dates

Qualifications

**Previous employment (Please enter most recent job/employer first)**

Name & address of employer	Dates	Job title or duties	Reason for leaving
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**Previous relevant experience** (please continue on separate sheet if needed)

## Interests

**List any criminal convictions other than “spent” or “filtered” convictions. If none, state “None”.**

The information provided will be confidential and will be considered only in relation to this application.

**References:** We will only contact your references after you have been offered a position within our organisation. Two references are required, one of which must be your most recent employer.

### Work reference:

Name:  
Address:

Post code:

Email Address:

Telephone:

### Work / Character reference:

(Character reference cannot be from a Penna Homecare employee or family member).

Name:  
Address:

Post code:

Email Address:

Telephone:

## Privacy Notice

The information I have provided is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

We process personal data relating to those who apply for job vacancies with us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications, and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject “Data Protection Request”.

### Declaration:

Signed:

Date: