Wisdom Centre Romsey Application Form for Hospitality and Admin Staff

Please return completed form to: Reception at: Wisdom Centre, Romsey, Hampshire SO51 8EL or email: reception@wisdomhouseromsey.co.uk

Personal Details (Confidential – see our Privacy Policy on final page)

Text boxes expand to fit your contents when opened in Word, or complete by hand

Family Name:	Home Telephone:
Other Names:	Work Telephone:
Address:	Mobile:
	Email:
	Are we able to contact you at work? **Yes / No**

About You (Text boxes expand to fit your contents when opened in Word, or complete by hand)

Introductory information about you and what attracted you to working at Wisdom Centre?

Skills and Experience
Do you have any particular skills or experience relating to the position advertised?
Please give details of your proficiency in MS Word and Excel

Do you have other skills/ interests that may be relevant? (A continuation sheet is provided on page 4 if needed)

Employment History – Please list employment starting with most recent

Education and training

Please detail GCSEs/ ‘O’ Levels, CSEs, BTEC, City and guilds or other qualifications along with grades. You may have a degree/ useful professional qualifications. Please list these with grade/ award and year taken
(you may prefer to attach a CV)

What days/ hours of work would suit you best? Are you available any evenings or Saturdays? Which evenings?

Do you have any criminal convictions not yet spent (i.e. unspent) under the terms of the Rehabilitation of Offenders Act?

Is there anything else you would like to tell us?

Continuation sheet to use if required

(Text boxes expand to fit your contents when opened in Word, or complete by hand)

Data protection statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. Wisdom Centre will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment.

For more information on how we use the information you have provided, please request a copy of our privacy statement, also available online:
https://www.wisdomhouseromsey.org.uk/contact/privacy-policy/

Declaration

I confirm that the above information is complete and correct. I understand that any offer of employment is subject to Wisdom Centre undertaking a series of relevant checks including references, eligibility to work in the UK, unspent criminal convictions and a three month probationary period.

Signed:	Date: