



## BUCKFAST ABBEY APPLICATION FORM

Please complete and return this form to: HR, Buckfast Abbey, Buckfastleigh, Devon TQ11 0EE

### PERSONAL INFORMATION (confidential)

POSITION APPLIED FOR: .....	
Full Name	Title (optional)
Address	
Contact telephone number:	Email Address:
Current Driving Licence: Yes/No Expiry Date:	Details of Endorsements (if none, please state N/A)
Do you have a current right to work in the UK? Yes / No  If no, please provide additional details.	

### EDUCATION HISTORY

<u>SCHOOLS/COLLEGES/UNIVERSITY</u>	<u>QUALIFICATIONS GAINED</u>





**EMPLOYMENT HISTORY - Please continue using the separate page, if necessary.**

Name & Address of Employer	Job Title	Main duties	Employment dates from / to	Reason for Leaving

Notice required in current role. ....

**OTHER EMPLOYMENT**

Please note any other employment you would continue with if you were to be successful in obtaining this position.





## HOBBIES / INTERESTS

Please note here your interests, sports and hobbies, other pastimes etc

## REFERENCES

Please provide the names and addresses of two people from whom we can obtain references. The references should be from your two previous and most recent employers, and they should be from the line manager to whom you reported. If you have recently left school or college and do not have previous employers, the references may be from educational establishments.

*To comply with Buckfast Abbey Safe Recruitment Procedures please find below the names and addresses of two referees whom the Abbey may contact regarding references for me in relation to the position offered.*

### Referee 1 - most recent employer

Name

Address including postcode

Telephone number

Email address

### Referee 2

Name

Address including postcode

Telephone number

Email address





## CRIMINAL RECORD

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise 'protected', under the Rehabilitation of Offenders Act 1974. If none, please state.

## DATA PROTECTION STATEMENT

All 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. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of *[insert lawful basis]* to process the information provided by you in this form.

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 and in relation to any legal challenge which may be made regarding our recruitment practices.

If you require more information on how we use the information you have provided, please email [recruitment@buckfast.org.uk](mailto:recruitment@buckfast.org.uk) to ask to see our privacy notice.

## DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I understand that any offer of employment is subject to the organisation being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period, and a medical report (in line with the operation of the Equality Act 2010).
3. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor).

Signed \_\_\_\_\_

Date \_\_\_\_\_





## Previous employment continuation sheet

Name: \_\_\_\_\_

Role applied for: \_\_\_\_\_

Name & Address of Employer	Job Title	Main duties	Employment dates from / to	Reason for Leaving

