



# Franciscan Missionaries of the Divine Motherhood

Charitable Trusts of the Congregation of Franciscan Missionaries of the Divine Motherhood  
Charity Registration Numbers (England and Wales): 232098 (Scotland): SC039352

As an employee you will be expected to uphold the mission statement of Ladywell which is:

*In Ladywell we seek to create a hospitable Franciscan place,  
with a peaceful atmosphere rooted in Gospel values,  
and which nurtures life for everyone*

## APPLICATION FOR EMPLOYMENT

**PRIVATE AND CONFIDENTIAL**

*Please complete in BLOCK CAPITALS*

Position applied for:

How did you hear of this vacancy? .....

### A. PERSONAL PARTICULARS:

|                                |  |
|--------------------------------|--|
| Surname / Family Name:         |  |
| Forename:                      |  |
| Address:                       | Telephone Number: (including STD Code)   |
|                                | Home:  |
|                                | Mobile:  |
|                                | Work:<br>(Tick box if you do not want to be contacted at work) <input type="checkbox"/>  |
| e-mail address:                | Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview. |
| N.I. Number:<br>Date of Birth: | Do you have the right to work in the United Kingdom? Yes/No  |

### B. EDUCATION AND QUALIFICATIONS:

QUALIFICATIONS: Please give details of examinations attempted and results (including any examinations failed)

| Name and Address of School / College / University | Dates |    | Subject/Courses Studied & Level | Examination Result/Grade (include any examinations failed) |
|---|-------|----|---------------------------------|--|
|   | From  | To |                                 |  |
|   |       |    |                                 |  |

### C. EMPLOYMENT HISTORY:

Please list in reverse order all the organisations for which you have worked during the last 20 years:

| Name and Address of Employer | Dates |    | Position Held/<br>Main Duties | Leaving Salary<br>(if known) | Reason for<br>Leaving |
|------------------------------|-------|----|-------------------------------|------------------------------|-----------------------|
|                              | From  | To |                               |                              |                       |
|                              |       |    |                               |                              |                       |

Please give details of any experience, skills or achievements which you feel may be relevant in your application for employment. (Continue on separate sheet if necessary).

### D. ADDITIONAL INFORMATION:

Please give dates of any holidays arranged:

Are you subject to any restraints in your current or future employment?

**Yes/No**

If yes, please give further information:

Do you have any commitments which might limit your working hours?

**Yes/No**

If Yes, please give details:

Are you willing to work overtime and weekends when required?

**Yes/No**

Have you ever been convicted of a criminal offence: (which is not a spent conviction under the Rehabilitation of Offenders Legislation). **Yes/No**

If yes, please give further information:

Salary Range Expected:

How much notice are you required to give to leave your present employment?

Do you have a current full driving licence? **Yes/No**

Does your licence have any current endorsements? **Yes/No**

If yes, please give further information:

### **E. REFERENCES:**

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job.  
(One of these must be your current or most recent employer).

| Name, Position, Address and Telephone Number | Name, Position, Address and Telephone Number |
|--|--|
|  |  |

Can we approach your present/most recent employer? **Yes/No**

## F. DECLARATION:

### DECLARATION BY APPLICANT

I confirm that the above information is correct. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

**DATA PROTECTION.** Information provided for this application form will be used by us to assess your suitability for employment with us and for recruitment and other related HR purposes only. You are requested to provide sensitive information such as disability or ethnic origin for the purpose of equal opportunities monitoring. We will not provide this information to any third party unless required to do so by law or other regulatory purposes or with your consent. If your application for employment is successful, the information will be used to form your personnel record and will be retained for the period set out in our employee privacy notice. You have a right to request a copy of any information we hold on you and to have any inaccurate data corrected.

I am committed to protecting and safeguarding children, young people and vulnerable adults from abuse. I understand that to knowingly give false information or to omit information will be considered as a breach of trust and could result in my dismissal at any time in the future. I understand that if I am employed by Ladywell Convent and then subsequently convicted of any criminal offence, I must declare this information to my employer.

I consent to Ladywell Convent using and keeping information I have provided on the application form or elsewhere as part of the recruitment process and / or personal information supplied by third parties such as referees, relating to my application or future employment.

I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that Ladywell Convent will retain the application form for as long as is deemed necessary and that Ladywell Convent may use it to contact me in the event of there being any other vacancies for which I may be suitable.

**SIGNED:**.....

**DATE:**.....