



Burcot Court LTD

Employment Application Form

Applicant Information		
Name	Title	
	Forenames	
	Surname	
Contact Information	Address	
	Postcode	
	Email	
	Telephone	
Right to Work	Are there any restrictions on you being able to work in the United Kingdom? (Please confirm and if there is please give details)	
	N.I Number	
Driving License	Do you hold a current UK Driving License and have access to a car?	

Education (Please complete in full)	
School/College/University	Qualification Gained

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Employment History		
Last/Current Employment	Name of Employer	
	Address	
	Employment Start Date	
	Employment End Date	
	Position	
	Contracted Hours	
	Part or Full Time	
	Date of Pay	
	Responsibilities	
	Reason for Leaving	
	Notice Period	

Previous Employment #2	Name of Employer	
	Address	
	Employment Start Date	
	Employment End Date	
	Position	
	Contracted Hours	
	Part or Full Time	
	Date of Pay	
	Responsibilities	
	Reason for Leaving	

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Previous Employment #3	Name of Employer	
	Address	
	Employment Start Date	
	Employment End Date	
	Position	
	Contracted Hours	
	Part or Full Time	
	Date of Pay	
	Responsibilities	
	Reason for Leaving	

Current Membership of Professional Bodies	
	Please note any professional bodies you are a member of or registered with:

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

Leisure	
	Please note here your leisure interests, sports, hobbies and any other pastimes etc.

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References		
Please provide two persons from whom we may obtain both character and work references.		
Reference #1	Name (inc title)	
	Company & Address (Just address if a personal reference)	
	Position	
	Contact Number	
	Email	
	May we approach the above prior to interview?	
Reference #2	Name (inc title)	
	Company & Address (Just address if a personal reference)	
	Position	
	Contact Number	
	Email	
	May we approach the above prior to interview?	

General Comments
Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail your knowledge, skills and experiences meet the requirements of this role (as detailed in the job description)

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Please confirm you have read the Job Description for the position you are applying for?	

Criminal Record

As part of our commitment to **safeguarding and protecting our owners**, Burcot Court LTD requires all successful applicants to undergo a **Disclosure and Barring Service (DBS) check** before commencing employment. This is to ensure that all employees are suitable for working in an environment where they may interact with **vulnerable adults**.

Having a criminal record **does not automatically disqualify you from employment**, and any disclosed convictions will be considered **on a case-by-case basis** in line with legal guidance and the nature of the role.

If you believe there may be any **difficulties in obtaining a DBS check**, please inform us **before submitting your application**, as this may affect your eligibility for the position.

Data Protection & GDPR

Burcot Court LTD is committed to protecting your personal data and ensuring compliance with the **UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018**. The information you provide in this application will be used solely for **recruitment and employment purposes** and will be processed **lawfully, fairly, and securely**.

By submitting this application, you consent to Burcot Court LTD processing your personal data for the purpose of **assessing your suitability for employment, conducting background checks (including a DBS check where required), and contacting you regarding your application**.

Your data will be:

- ✓ Stored **securely and confidentially**.
- ✓ Only accessed by **authorised personnel involved in the recruitment process**.
- ✓ Not shared with third parties **without your explicit consent**, except where required by law.
- ✓ Retained only for as long as necessary, in line with our **Data Retention Policy**.

If your application is **unsuccessful**, your data will be securely deleted after a reasonable period, unless you request that we retain it for future vacancies.

For further details on how we process and protect your data, or to exercise your **data subject rights** (including access, rectification, or withdrawal of consent), please contact our **Data Protection Officer** or refer to our **Privacy Policy**.

Applicant Declaration

I confirm that the information provided in this application is **true, complete, and accurate** to the best of my knowledge. I understand that providing **false or misleading information** may result in the **withdrawal of my application** or, if discovered after employment has commenced, may lead to **disciplinary action or dismissal**.

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I acknowledge that:

- I will be required to undergo a **Disclosure and Barring Service (DBS) check** as part of the recruitment process.
- If obtaining a DBS check is **not possible**, I will notify Burcot Court LTD before submitting my application.
- My personal data will be processed in accordance with **UK GDPR and the Data Protection Act 2018**, and I consent to Burcot Court LTD using my information for **recruitment and employment purposes**.
- If successful, I will comply with all **company policies, procedures, and standards** as outlined in my contract and employee handbook.

Applicant Signature: _____

Print Name: _____

Date: _____