

Stanley House Veterinary Group

Application Form for External Applicants

Position applied for:

Name

Address

Postcode

Phone

Email

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. Where the application is successful the organisation may, from time to time, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Acts 2018. Please also note that the organisation may approach third parties to verify the information that you have given. By signing this form you will be providing the organisation with your consent to all these uses. On completion please return this form to:

Name: ***Becky Harrison***

Position: ***Practice Manager***

Address: **16 -** ***20 Albert Road***

***Colne***

***Lancashire***

**BB8 0AA**

**Email becky.harrison@stanleyhousevets.co.uk**

* Do you have a driving licence? \_\_\_\_
* Do you have your own transport?\_\_\_\_\_
* Are you eligible for employment in the UK?\_\_\_\_\_

Education

|  |  |  |  |
| --- | --- | --- | --- |
| School /college | Dates | Qualification | Subject |
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**EMPLOYMENT HISTORY** Please enter in date order from your earliest employment. With your current / last employment details being entered separately in to box on the next page

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employers Name** | **Nature of business** | **Job Role** | **Dates** | **Reason for leaving** |
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**CURRENT / LAST EMPLOYMENT DETAILS**

|  |  |
| --- | --- |
| Name and address of employer |  |
| Nature of Business |  |
| Your job title |  |
| Short Job Description |  |
| Date started and finished |  |
| Salary |  |
| Reason for leaving |  |

**PREFERRED JOB**

|  |  |
| --- | --- |
| Which job role have you enjoyed the most and why? |  |
| What were your main duties and responsibilities |  |

**WHAT ATTRACTS YOU TO THIS POSITION**

|  |
| --- |
|  |

**WHAT TRANSFERRABLE SKILLS COULD YOU BRING TO STANLEY HOUSE**

**WHAT QUALITIES DO YOU THINK ARE NEEDED TO BE A VETERINARY RECEPTIONIST?**

**PLEASE SUPPORT YOUR ANSWER BY DISCUSSING THE QUALITIES YOU FEEL YOU ALREADY HAVE.**

**PERSONAL STATEMENT**

|  |
| --- |
| **Please provide any information that you feel may assist your application.**  **Please include why you believe yourself suitable for this position.** |

|  |
| --- |
| ***If you were offered the position would we need to make any reasonable adjustments to enable you to do your duties?*** |

|  |
| --- |
| **Have you ever been convicted of a criminal offence? \_\_\_\_\_**  **If yes please provide information below** |

**DECLARATION**

I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the company satisfactory.

**Signed**

**Date**