

Application Form



Please return your completed application form to :

HR Manager
Abbey House Veterinary Hospital
52 Commercial Street
Morley
Leeds
LS27 8AG

If you feel you require help with any part of our recruitment process please contact our HR Manager and we will discuss your requirements in confidence

We are looking for people who have the ability to make our clients feel welcome and valued at the same time as fulfil the requirements of their role. We operate a busy hospital and 3 local clinics, therefore we have a lot of clients to look after. Our clients are at the centre of our business and we look for employees who are able to make our furry friends and clients feel welcome. Therefore we require all our applicants to complete an application form and have an interview, in order for us to see if you are the kind of person we are looking for. **If you would also like to attach your CV, please feel free to do so. We regret that only shortlisted candidates will be contacted.**

Thank you for choosing Abbey House Veterinary Hospital—we look forward to receiving your completed application form soon.

all about you

Mrs Miss Ms Mr Dr Other

first name.....surname.....

Other names.....

national insurance number

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address.....
.....
.....

postcode.....telephone number home.....

mobile number.....email address.....

Preferred method of contact (if any).....

all about your application

Are you applying for a particular advertised position ?

Yes No

If yes which position is it?.....

Where did you see it advertised?.....

Due to the nature of our business we require our colleagues to be flexible with their working hours. This is because we never know when an animal will be sick and they often come into our hospital or clinic's when their owners get home. The nature of our work is not a 09.00-17.00 business and we may need you to work outside your normal working schedule at times. Therefore we need to know the following information.

How many hours are you available to work each week ?.....

When you are completing your availability you need to be aware of the hours we are open and the hours required for the role you are applying for. Our Morley Hospital is never closed. We operate 24 hours a day and 365 days a year. Our Cleckheaton and Rothwell branches are open 8.00am to 7pm and our Kippax branch 08.00am to 6pm. Most roles at Abbey House require colleagues to work some bank holidays and weekends.

	example	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Earliest start time	09.00							
latest finish time	21.00							

all about your qualifications

Please tell us about all your qualifications starting with the earliest obtained

subject	qualification obtained	date achieved

all about your experience

Please tell us about your work experience including your current position, voluntary or part time work. Please start with your most recent employer. Use a separate sheet if necessary and attach to your application.

employers name and address	date from	date to	describe your job	reason for leaving

Have you applied to work for Abbey House before?.....

If yes please give details.....

Do you know or are you related to anyone working at Abbey House already? Yes / No

If yes, what position do they hold?.....

all about you

Please complete in no more than 100 words per question

Why do you think you would be a great success working for Abbey House?

What skills could you bring to Abbey House?

professional membership

Are you listed as a member of a professional body ? Yes / No

(if yes please state name of institute).....

NURSING POSTS ONLY

What is your VN number?.....Are you currently listed?.....

(in order to work at Abbey House as a Veterinary Nurse you must be listed. If you are not listed when you apply any offer of employment is subject to you becoming listed and the cost of this is to be borne by you)

all about your current employment

Do you intend to remain employed by your current employer?.....

What is your current salary?.....

How many hours per week do you work with them?.....

How much notice are you required to give?.....

all about your availability

When would you be available to start work with us?.....

Are there any dates you are not available for interview?.....

Do you have any holidays already booked?.....

Some of the positions at Abbey House require the colleague to hold a full UK driving licence. This may be in the case where animals need transporting to and from the Hospital.

Do you have a full UK driving licence ? Yes No

all about your references

Continued employment with Abbey House is subject to satisfactory references, therefore we will not contact the referees detailed below until you have been offered and accepted a position with us. You must complete at least one of the boxes below.

*If you have work experience you should complete the box marked **EMPLOYER**. Only If you are a school leaver or have no previous work experience can you complete the box marked **SCHOOL/COLLEGE**.*

LAST EMPLOYER	SCHOOL / COLLEGE
Employer.....	School / College Name.....
Contact name.....	Contact name.....
Contact address.....	Contact address.....
Postcode.....	Postcode.....
Daytime telephone number.....	Daytime telephone number.....

rehabilitation of offenders act 1974

Have you ever been convicted of a criminal offence which is not 'spent' under the **Rehabilitation of Offenders Act 1974**? YES NO

If YES, please give details _____

your right to work

As from 1st May 2004 the government is changing section 8 of the Asylum and Immigration Act 1996. Therefore you will be required to prove your eligibility to work in the UK. This will be discussed with you if you are shortlisted for an interview. If we make you an offer of employment you will be expected to bring proof of your right to work to your induction. The accepted forms of identification will be discussed with you and can be obtained by contacting our HR Manager.

Are you entitled to work in the UK? YES NO

declaration

I confirm that the information given on this application form is correct to the best of my knowledge. I understand that failure to disclose information or falsification of information may lead to my employment being terminated.

I understand that any employment with Abbey House Veterinary Hospital is subject to successful completion of a probationary period , receipt of satisfactory references, documentary evidence of my right to work in the UK and if necessary a medical examination.

Signature.....date.....

Abbey House Veterinary Hospital is registered under the Data Protection Act 1998 to hold information about employees. The information provided on this form will be used as part of our selection process. It will be retained for a period after the selection process has been completed.