



# COGHLAN LODGES

## Guide on how to complete The Coghlan Lodges Application Pack

**PLEASE READ BEFORE COMPLETING THE FORMS**

### ***Dear Applicant,***

Thank you for the interest you have shown in joining our organisation. You have now taken the first step towards joining our dynamic organisation.

In order for you to join Coghlan Lodges, please follow the following simple steps:

- 1.** Complete the application form enclosed as comprehensively as possible, paying particular attention to all the GREEN sections.
- 2.** You are required to provide your FULL and CONTINUOUS HISTORY from completion of formal education. Do not leave any gap periods. We would like to know how you have been developing as an individual for the period.
- 3.** Please ensure you complete the VACCINATIONS section, giving complete dates of when you may have had the vaccinations. Where possible, please attach the proof of vaccinations.
- 4.** References are part of the checks that we carry out to ascertain your suitability to work with vulnerable people. Please ensure that you provide us with two professional referees based in the UK, with full contact details so we are able to contact them. It is advisable to let them know of your intention to use them as referees so that they expect correspondence from us and respond quicker.
- 5.** Ensure that you have all the documents listed on the checklist at the back of the application form when you come to submit the application. All these documents are essential to ensure the successful processing of your application.
- 6.** You will be required to complete a CRB check with Coghlan Lodges Limited upon success of interview and you will be required to pay a processing fee of £55.00. It is advisable to come with the said amount in order to avoid delays of your registration.
- 7.** We offer trainings at a cost and this will be discussed with you on submission of application.

We look forward to welcoming you into our organisation and hope we have a prosperous working relationship together.

***Recruitment Team***