

**Calverley Dental Practice
Receptionist Job Application Form**

Date: November 2023

Post :Dental Receptionist Part time 4days per week
(Mon, Tue, Wed Thur))

Application Form

General information

Name

Address

.....

.....

Telephone Number (Daytime)

(Evening)

E-mail.....

By law employers must check that their staff are entitled to work in the UK, do you require permission from the UK Border agency in order to work in the UK? YES/NO

Education history (since age 11)

Schools/colleges/universities attended	Qualifications gained (subjects and grades)

Other Qualifications

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Courses attended – Dental and Non-Dental (for example CPR, Practice Management, Dental Receptionist Programme)

<p>Course title</p>

GDC registration number (if appropriate)

PCO list number (if appropriate)

Membership of professional organisations

Employment history (Most recent first)

Dates	Employer's name and address	Post held and main duties	Reason for leaving

Further information

Please use this space to tell us why you are applying for this post and the skills and experience you will bring to it.

Continue on a separate sheet if necessary and then staple it to the form.

References

Please give the names and addresses of two people we may approach for a reference. One of these referees must be your most recent employer:

Name:

Name:

Address:

Address:

.....

.....

.....

.....

Tel:

Tel:

Position:

Position:

I am willing/I am not willing for my referee to be contacted prior to the interview.

I am willing/I am not willing for my referee to be contacted prior to the interview.

**Please return this form to: Dr Helen Poon
CALVERLEY DENTAL PRACTICE
8 Goods Station Road
Tunbridge Wells TN1 2BJ**

Or email to: calverleydp@gmail.com