



## **Application Form**

Position: Dental Receptionist

Date: August/ September 2026

**APPLICATION DEADLINE: Friday 2nd October 2026**

### **Section 1- Role Requirements (Mandatory)**

*Applicants with any 'No' responses will not be considered.*

|                                                                                                                                    |         |
|------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. Are you legally entitled to work in the UK without restriction?                                                                 | Yes/ No |
| 2. Are you available to start work within the next 3-4 weeks?                                                                      | Yes/ No |
| 3. Are you able to reliably commute to the practice at CR7 7JD on a daily basis?                                                   | Yes/ No |
| 4. Are you able to work four week days, plus every/ alternate Saturdays on an ongoing basis?                                       | Yes/ No |
| 5. Do you have previous front-of-house or reception experience?                                                                    | Yes/ No |
| 6. Are you comfortable working in a busy, patient-facing environment, both in person and by telephone?                             | Yes/ No |
| 7. Do you understand that punctuality and reliability are essential for this role and are you confident in your attendance record? | Yes/ No |

### **Section 2- Personal Details**

|                  |  |
|------------------|--|
| Full Name        |  |
| Address          |  |
| Telephone Number |  |
| Email            |  |



## Section 3- Availability

|                                                                                       |         |
|---------------------------------------------------------------------------------------|---------|
| Earliest possible start date (dd/mm/yyyy)                                             |         |
| Are you able to attend an in-person interview at the practice within the next 7 days? | Yes/ No |

## Section 4- Employment history

*Most recent first*

| DATES (START & END) | COMPANY NAME & ADDRESS | JOB TITLE & MAIN DUTIES | REASONS FOR LEAVING |
|---------------------|------------------------|-------------------------|---------------------|
|                     |                        |                         |                     |
|                     |                        |                         |                     |
|                     |                        |                         |                     |
|                     |                        |                         |                     |

*If there is more than 6 months from the end of your last position to now, please state briefly the reason for the career break;*

|  |
|--|
|  |
|--|



## Section 5- Education History

*Most recent first*

| Dates Attended | School/ College/ University details | Qualification details (GCSEs/ A-Levels/ B-TECs/ Degree etc.- please put subjects and grades achieved) |
|----------------|-------------------------------------|-------------------------------------------------------------------------------------------------------|
|                |                                     |                                                                                                       |
|                |                                     |                                                                                                       |
|                |                                     |                                                                                                       |

## Section 6 – Relevant Experience

1. In 2-3 sentences, why are you interested in this role?

2. Briefly describe any relevant front-desk, customer service or healthcare experience?

## Section 7- Software Experience

1. Have you used any booking, dental, or customer management software? If yes, please specify:



## Section 8 - 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:         |
| Position:     | Position:     |
| Organisation: | Organisation: |
| Tel:          | Tel:          |
| Email:        | Email:        |

## Section 9- Declaration

I confirm that the information provided is accurate and complete and that I meet the role requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Thank you for taking the time to complete this application form. Please return this form by email to;**

[manager@thorntondentalimplantcentre.co.uk](mailto:manager@thorntondentalimplantcentre.co.uk)

**or drop the form to us at:**

Thornton Dental & Implant Centre, 230 Brigstock Road, CR7 7JD