

Application for Employment



PLEASE COMPLETE ALL SECTIONS IN BLACK INK & BLOCK CAPITALS

POST APPLIED FOR

JOB TITLE			
Where did you see the post advertised?		CLOSING DATE	

PERSONAL DETAILS

FULL NAME		TITLE	MR/MRS/MISS/MS/DR/OTHER
ADDRESS			
POSTCODE			
HOME TELEPHONE NUMBER		MOBILE PHONE NUMBER	
EMAIL ADDRESS			
WORK TEL NO. (If we can contact you at work)			
NATIONAL INSURANCE NUMBER			

REFEREES

Please give the names and addresses of two referees, one of whom should be your present or former employer (if not presently working).

	1 ST REFEREE	2 ND REFEREE
NAME		
POSITION		
ADDRESS		
TELEPHONE NUMBER		
EMAIL ADDRESS		

If you are shortlisted, your referees may be contacted prior to your interview. If you do not want us to contact them before your interview, please let us know why not.

PRESENT/MOST RECENT EMPLOYMENT

Name and address of Present/ most recent employer	Job Title/Role	Date Appointed	Salary and other benefits
Key duties and responsibilities:			
Reason for wishing to leave/leaving:			
Notice period required to terminate present employment			

PREVIOUS EMPLOYMENT

Starting with the most recent and working backwards, ensure all periods of time are accounted for, and any gaps in employment are explained, e.g. unemployment, voluntary work, travel etc Attach an additional sheet if necessary.

FROM DD/MM/YY	TO DD/MM/YY	NAME AND ADDRESS OF EMPLOYER	JOB TITLE AND DUTIES	SALARY & REASON FOR LEAVING

EDUCATION AND QUALIFICATIONS

Name and address of School/College/University	From/To DD/MM/YY	Qualifications Achieved	Grades Achieved

OTHER RELEVANT TRAINING AND/OR PROFESSIONAL QUALIFICATIONS

Title and brief description of course	Qualification gained (if any)	Date(s) Attended	Expiry Date (where applicable)

If the job requires you to hold a particular qualification, you will be asked to produce original evidence if shortlisted.

SKILLS, EXPERIENCE & REASONS FOR APPLYING FOR THIS JOB

Please give full details of your relevant skills, experiences and achievements to explain your suitability for this job. This information is used to draw up a shortlist and is directly related to the fair assessment of your application.

MORE ABOUT YOU

Please give details of any hobbies or activities which interest you including any clubs to which you belong and any voluntary work undertaken:

Under the Working Time Regulations 1998, we need to monitor the hours worked by our employees. Please confirm whether this will be your only employment.

Yes No

If not, please provide details including days and hours worked/work pattern.

Have you been convicted of any criminal convictions which are not yet spent under Rehabilitation of Offenders Act 1974?

YES/NO

If Yes please give details:

Criminal Records Bureau Check

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a Criminal Record Check from the Criminal records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

A criminal record will not necessarily be a bar to obtaining a position. Disclosure information will not be used unfairly.

Have you had a CRB check in the last six months?

YES /NO

Declaration

I declare that the information I have given in this application is true to the best of my knowledge. I understand that, if it is found at a later date that I have given false information on this application, this could result in dismissal.

Signed:

Date: