



Carn Brea Leisure Centre Trust Staff Application Form

Post applied for:	
How did you hear about this vacancy?	Facebook / CBLC Website / Recruitment Website / Speculative Enquiry CBLC Noticeboards / Other (please specify) _____

Please complete all sections of this form and return with a copy of your current CV. If handwritten, please use **CAPITAL letters and black ink**. CVs are not accepted without a completed application form. Applications received after the closing date will not be considered.

Note: The information given in this application will be held in strictest confidence in keeping with your rights under the Data protection Act 1998 and the Human Rights Act 1998. It will not be disclosed to any unauthorised third party without your express permission.

Section 1 Personal Details

Title:	
Name:	
Address:	
Postcode	
Email:	
Home Phone:	
Mobile:	

Do you have the current right to work in the UK?

YES / NO

Do you hold a full, clean and current driving licence?

YES / NO

Do you have use of a car?

YES / NO

Do you have access to transport?

YES / NO

Will this be your only employment?

YES / NO

If no, please state what days/hours you work for another employer:

Are there any days/times you are unable to work due to other commitments?

YES / NO

If yes, please specify days/times that you are not available for work:

Section 2 Personal Statement

Please use this section to explain in detail how you meet the requirements of the position you are applying for. References should be made to previous experience, personal achievements and any other relevant information. Please continue on a separate sheet if required.

Section 3

Current Employment

If currently unemployed please give details of your most recent employment. We will not contact any employer prior to an offer of employment being made without seeking your permission.

Employer Name:

Employer Address:

Postcode

Email:

Telephone:

Position Held:

Brief summary of duties:

Start Date:

Leave Date:

Salary:

Required Notice:

Reason for leaving:

Section 4 Previous Employment

Start with most recent past employment.

Employer Name:

Position Held:

Brief summary of duties:

Start Date: Leave Date:

Reason for leaving:

Employer Name:

Position Held:

Brief summary of duties:

Start Date: Leave Date:

Reason for leaving:

Employer Name:

Position Held:

Brief summary of duties:

Start Date: Leave Date:

Reason for leaving:

Section 5 Education & Qualifications

Please list all your qualifications, starting with the most recent. Please continue on a separate sheet if necessary.

School/College	Subjects	Grades Achieved
University	Course	Qualification Awarded

Professional Qualifications or Training

Other Skills (i.e. languages, first aid)

Section 6 Criminal Convictions

Please Note: If you do not declare a conviction caution or reprimand which we are subsequently advised of on your DBS check we may not be able to confirm your employment.

Exemption under The Rehabilitations of Offenders Act 1974 does not apply. You must include details of spent convictions, including those related to juvenile offence, although protected cautions and protected convictions do not need to be delated.

Do you have any spent/unspent convictions, cautions or reprimands under The Rehabilitation of Offenders Act 1974?

YES / NO

Are you currently facing any criminal prosecution?

YES / NO

If yes to either question above, please give details:

Section 7 Interview Arrangements

Are there any reasonable adjustments we can make to help you attend the interview?

YES / NO

If yes, please give details:

Are there any dates when you will not be available for interview?

YES / NO

If yes, please give details:

Section 8 Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions and probationary period (in line with the operation of the Equality Act 2010).

I consent to Carn Brea Leisure Centre Trust processing my Application Form in accordance with the Data Protection Act 1998.

Signature:

Date: