

Carn Brea Leisure Centre Trust



Application Form

Please complete this form in CAPITAL letters and black ink and **return with a copy of your current CV.**

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.

Application for employment as _____

Preferred shift(s): _____
(please circle all that apply) Full Time / Part time / Term Time / Days / Evenings / Nights / Weekends / Supply

Personal details

Title Mr/Mrs/Miss/Ms/Other (please specify) _____

Surname _____

First name(s) _____

Address _____

Post code _____

E-mail address _____

Telephone numbers Home _____

Work _____

Other eg mobile _____

May we ring you at work? (we will use this with discretion) Y / N (please delete)

National Insurance Number _____

Personal statement

This is your opportunity to expand on your application. Please summarise why you feel you are suitable for this post. Reference should be made to previous experience, personal achievements and any other relevant information (please continue on a separate sheet if required).

Employment history

Current or last employment

Company name _____

Company address _____

Post Code _____ E-mail address _____

Telephone number _____ Fax number _____

Date employed From _____ To _____

Job Title _____

Brief outline of duties _____

Reason for leaving _____

Notice required _____

Current/last basic salary £ _____ May we contact for a reference Y / N (please delete)

Previous employment (start with the most recent)

Company name _____

Company address _____

Post Code _____ E-mail address _____

Telephone number _____ Fax number _____

Date employed From _____ To _____

Job Title _____

Brief outline of duties _____

Reason for leaving _____

Salary on leaving £ _____ May we contact for a reference Y / N (please delete)

Employment history (continued)

Previous employment (continued)

Company name _____

Company address _____

Post Code _____ E-mail address _____

Telephone number _____ Fax number _____

Date employed From _____ To _____

Job Title _____

Brief outline of duties _____

Reason for leaving _____

Salary on leaving £ _____

Company name _____

Company address _____

Post Code _____ E-mail address _____

Telephone number _____ Fax number _____

Date employed From _____ To _____

Job Title _____

Brief outline of duties _____

Reason for leaving _____

Salary on leaving £ _____

Please continue on a separate sheet if required.

How did you learn about this vacancy?

Agency (please specify)	
Job Centre	Y / N
Employee of this company (please give name)	
Newspaper or journal (please specify)	
Other (please specify)	
Speculative enquiry	Y / N

Work Permit

Are you prohibited from working in the UK in accordance with the Immigration and Asylum Act 1996?	Y / N
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You must provide satisfactory evidence that you are not prohibited from working in the UK prior to commencing work with us.

Additional work

Will this be your only employment? Y / N (please delete)	If no, please state what hours you work for another employer(s) _____
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Previous employment

Have you worked for this company previously? Y / N (please delete). If yes, please specify locations and dates:

Criminal convictions

Do you have any spent/unspent convictions, cautions or reprimands under The Rehabilitation of Offenders Act 1974? PLEASE NOTE: <i>exemption under the Rehabilitation 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 declared.</i>	Y / N
Are you facing any criminal prosecutions?	Y / N

If yes, please give details:

Please note: If you do not declare a conviction, caution or reprimand and we are subsequently advised of information on your DBS Disclosure, we may not be able to confirm your employment.

Interview arrangements

Are there any arrangements which we can make for you if you are called for an interview and/or work based exercise? Y / N If 'yes' please specify, for example ground floor venue, sign language interpreter

Further information

Can we make any reasonable adjustments to avoid you being at a disadvantage in the workplace? Y / N. If yes, please provide details

Declaration

I declare that to the best of my knowledge and belief, all the statements and information given in this form are true and complete and that I have not withheld any material fact. I understand that if I am appointed and any of the information I have provided is inaccurate I could be liable to dismissal.

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

I consent to **Carn Brea Leisure Centre Trust** obtaining information or references from any present or previous employers, or any other company or institution which **Carn Brea Leisure Centre Trust** considers appropriate. The company will only seek references if you accept an offer of employment with us. I consent, if applicable, to enquiries being made about me to credit reference and criminal record agencies.

Signature _____

Date _____

Please return completed application form to Carn Brea Leisure Centre Trust, Station Road, Pool, Redruth TR15 3QS

Should you not receive a reply within two weeks, you have not been short-listed.