

APPLICATION FOR EMPLOYMENT

Application for the post of _____

Recruitment policy

It is our policy to consider all applications on the basis of merit and ability, irrespective of ethnic origin, race, colour, gender, disability, age, marital status, religious belief, sexual orientation or offending background (subject to the relevance of the position).

Data protection

The information you give is covered by the Data Protection Act. Information will be kept confidential and will be used only for the purpose of assessing your suitability for the post you are applying for.

Please complete this form accurately and thoroughly to provide yourself with the best chance of obtaining an interview. Information may be added to a separate sheet where necessary.

Personal details

Surname or Family Name _____

Forename(s) _____

Title **Mr/Mrs/Miss/Ms/ Dr/ Other** _____
(for address purposes)

Address _____

_____ Postcode _____

Tel No (Home) _____

Tel No (Mobile) _____

Email _____

National Insurance Number _____

Date of Birth _____

Health

Are you currently under the care of any healthcare professional? Yes No

How many days off work due to sickness have you had during the past 12 months? _____

Is there anything we need to know about your health in order to offer you a fair selection interview, or which you think might affect your ability to carry out the duties of the post?

Please use a separate sheet if necessary

Prevention of illegal working

The Immigration Asylum and Nationality Act makes it a criminal offence for us to employ a person who is subject to immigration control. All new employees are required to produce a document showing that they have the right to remain and work in the UK.

For example:

- A passport showing that the holder is a British citizen (or has a right of abode in the UK) or a national of a EEA country or Switzerland, or,
- A passport or other travel document issued by the Home Office or Border and Immigration Agency endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom or has no time limit on their stay.

Can you produce one of these documents? Yes No

If no, please contact us for information about alternative documents that can be supplied.

Rehabilitation of Offenders Act 1974

Please give details of any conviction which is not excluded by the Rehabilitation of Offenders Act 1974.

Please contact us if you require more information on this matter.

Education

Please give details of your secondary and further education history. If you have any other experience or skills that you consider relevant to your application e.g. voluntary work, leisure interests etc, please give details:

School and Colleges attended			
Name of School/College	Dates from	Dates to	Examination results

Professional memberships

If you are a member of any professional/technical body, please indicate your grade of membership. If membership is by examination, please give the date of the examination.

Occupational Qualifications/Institute/Membership		
Name of Institute/Organisation	Qualification	Date achieved

Employment history

Please list names and addresses of previous employers (most recent first) and account for any gaps in employment. If you have had no permanent employment please give details of any temporary work.

Name & Address of Present/Most Recent Employer:

Employed from _____ to _____
Job Title/Post _____
Reason for leaving _____

Name & Address of Previous Employers:

Employed from _____ to _____
Job Title/Post _____
Reason for leaving _____

Employed from _____ to _____
Job Title/Post _____
Reason for leaving _____

Employed from _____ to _____
Job Title/Post _____
Reason for leaving _____

Employed from _____ to _____
Job Title/Post _____
Reason for leaving _____

Statement in support of your application

Please give details of your knowledge, skills, experience and any other information that you consider relevant to support your application for this position. The information you provide in this section will be used in the selection process.

References

Please give the name and address of two persons from whom we may seek a reference. One Referee must be your present or last employer (if applicable). All offers of employment are subject to satisfactory references being obtained. It is our policy to seek references only when an offer of employment is made.

Referee 1 *Professional/Personal reference *(please delete as appropriate)*

Name _____

Position _____

Address _____

_____ Postcode _____

Tel No (Home) _____

Referee 2 *Professional/Personal reference *(please delete as appropriate)*

Name _____

Position _____

Address _____

_____ Postcode _____

Tel No (Home) _____

Declaration

I declare that the information that I have given in this application form is true and complete. I understand that if I have knowingly provided false information, or withheld information relevant to this application, any offer of employment may be withdrawn or I may be dismissed from any post gained as a result.

Signed _____

Date _____