**Application for Employment**

**Some guidelines to help you…**

Please read the Application Form Guidance notes. This form is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process.

Please ensure that you complete **all** sections. Your application will be treated in the strictest confidence.

**1 Personal Details**

|  |  |
| --- | --- |
| **Job Applied for** |  |
| **Title and Last Name/Family Name** |  |
| **Previous Last Name** |  |
| **First Name** |  |
| **Home Address** | **Address for communications (if different)** |
| **Email Address** |  |
| **Home Telephone** |  |
| **Daytime contact No** |  |
| **National Insurance No** |  |
| **Work Permit**  Do you need a work permit to be employed in the UK? | Yes ÿ No ÿ |
| **Driving Licence**  Do you hold a full, clean driving licence valid in the UK? | Yes ÿ No ÿ |
| **Your Health**  Are you in good health? | Yes ÿ No ÿ If no, please give details. |
|  | | |

**Please complete the Equalities Monitoring Form.**

**2 Present or most recent job**

|  |  |
| --- | --- |
| Name and Address of Employer |  |
| Job Title |  |
| Salary |  |
| Dates of employment |  |
| Main duties and responsibilities | |
| If you are successful, when could you start this job? | |

**3 Past Work**

|  |  |  |
| --- | --- | --- |
| Name and full address of employer | Dates Employed | Job Held |
|  |  |  |

**4 Qualifications**

|  |  |  |
| --- | --- | --- |
| School/College/University attended | Qualifications  (include GCSE/O levels, A levels or equivalent, NVQ’s, work based courses and any further education) | Grade & Year taken  (if any) |
|  |  |  |

**5 Training and Development**

*Please give details of any training courses undertaken*

|  |  |  |
| --- | --- | --- |
| Courses | Dates | Details |
|  |  |  |

**6 Current Memberships of Professional Bodies**

|  |
| --- |
| *Please give details:* |

**7 Referees**

Please give us the name, address, job title and email address if possible of referees who can comment on the last three years of your employment history or full time education. One of your referees must be your current employer or most recent employer if you are unemployed.

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

**8 Additional Information**

Please tell us why you applied for this job and why you think you are the best person for the job.

Please try to keep your answer to less than two sides of A4

|  |
| --- |
|  |

**8 Interview arrangements and availability**

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

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| --- |
|  |

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

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| --- |
|  |

**9 Convictions / Disqualifications**

|  |
| --- |
| Because of the nature of the work for which you are applying (working with or near children), this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.  **Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.** (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview) |

**10 Declaration**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

If you are returning this application form by post, please sign and date. If returning by email you will be asked to sign a copy of this document before any offer of employment is made.