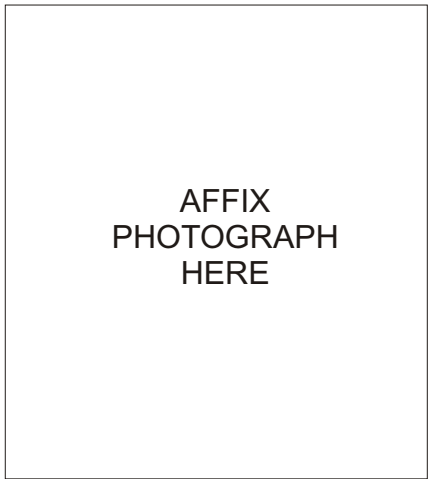




APPLICATION FOR EMPLOYMENT



AFFIX PHOTOGRAPH HERE

POSITION APPLIED FOR:

POSITION REFERENCE NUMBER:

Last Name:

First Name:

Address:

Postcode:

Home Telephone N^o:

National Insurance N^o:

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

Daytime Telephone N^o:

Mobile Telephone N^o:

E-mail address:

Can we contact you at work? Yes No

Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes No

Driving Licence – if relevant to post applied for. Do you hold a full, clean driving licence valid in the UK? Yes No

Present Employment (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment: **Salary:**

Department / Section:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice: **Last day of service** (if no longer employed):

Reason for leaving (if no longer employed):

Previous Employment (most recent employer first). Please cover the last 10 years and state nature of business.

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Continue on a separate sheet if necessary

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

| College or University | Course | Qualifications and grades obtained |
|-----------------------|----------|------------------------------------|
| | | |
| School | Subjects | Qualifications and grades obtained |
| | | |

Continue on a separate sheet if necessary

Professional, Technical or Management Qualifications

Please give details:

| Professional/Technical/Management Qualifications | Course Details |
|--|----------------|
| | |

Membership of any Professional / Technical Associations- Please state level of Membership:

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

Continue on a separate sheet if necessary

Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

| Title of Training Programme or Course | Duration of Course |
|---------------------------------------|--------------------|
| | |

Continue on a separate sheet if necessary

Section 6 Personal Statement

Please tell us here about you, and why you believe you that this is a suitable position for you. If you are or have been involved in voluntary/unpaid activities, please also include this information.

Continue on a separate sheet if necessary

Section 7 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offenders act 1974?

Yes

No

If yes, please give details / dates of offence(s) and sentence:

Section 8 Protecting Children and Vulnerable Adults

The following information may be required if the post you are applying for has a requirement for a Criminal Records Bureau police check. (See Guidance Notes).

Enhanced Checks Only (refer to Job Application Pack)

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes

No

Section 10 Health

Number of days sickness absence in the last 2 years:

|

Section 11 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1

| | |
|----------------------------|----------------------|
| Name: | <input type="text"/> |
| Position (job title): | <input type="text"/> |
| Work Relationship: | <input type="text"/> |
| Organisation: | <input type="text"/> |
| Address: | <input type="text"/> |
| | <input type="text"/> |
| | <input type="text"/> |
| | <input type="text"/> |
| | <input type="text"/> |
| Postcode | <input type="text"/> |
| Telephone N ^o : | <input type="text"/> |
| E-mail: | <input type="text"/> |

Are you willing for this referee to be approached prior to the interview?

Yes

No

Reference 2

| | |
|----------------------------|----------------------|
| Name: | <input type="text"/> |
| Position (job title): | <input type="text"/> |
| Work Relationship: | <input type="text"/> |
| Organisation: | <input type="text"/> |
| Address: | <input type="text"/> |
| | <input type="text"/> |
| | <input type="text"/> |
| | <input type="text"/> |
| | <input type="text"/> |
| Postcode | <input type="text"/> |
| Telephone N ^o : | <input type="text"/> |
| E-mail: | <input type="text"/> |

Are you willing for this referee to be approached prior to the interview?

Yes

No

Section 12 Recruitment Monitoring

Gender

Male

Female

Age Group

16-25

26-35

36-45

46-55

56-65

66-70

Over 70

Please state where you saw this position advertised

Signed:

Date:

For Office Use Only:

Start Date:

| | |
|----------------------|--|
| | |
| <input type="text"/> | |