# APPLICATION FORM FOR EMPLOYMENT

# Post applying for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Full time/ Part time

**A Title**

Mr Mrs

Ms Miss

Surname ……………………………………………………………………………………………..

Forename(s) ……………………………………………………………………………………….. Address ……………………………………………………………………………………………..

………………………………………………………………………………………………………….. Postcode …………….…………………………………………….

Date of Birth......................................................

Work Tel No. …………………………….… Personal Tel No............................... Email Address........................................................................................

Current Driving Licence: YES/NO

Details of Current Endorsements:

May we contact you at work: YES/NO

Days / times you are available to work. Please circle available days.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Morning | Morning | Morning | Morning | Morning |
| Afternoon | Afternoon | Afternoon | Afternoon | Afternoon |

When are you available to start work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a current DBS certificate subscribed to the update service? Y / N

If Y please give DBS certificate number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a smoker? Y / N

Days / times you are available to work. Please circle available days.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Morning | Morning | Morning | Morning | Morning |
| Afternoon | Afternoon | Afternoon | Afternoon | Afternoon |

When are you available to start work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a current DBS certificate subscribed to the update service? Y / N

If Y please give DBS certificate number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a smoker? Y / N

**B EDUCATION, TRAINING & QUALIFICATIONS**

Please show here that you have the training and qualifications asked for in the employee specification, including Apprenticeships and Memberships of Professional Bodies.

1. SCHOOLS Dates Qualifications

…………………………………………………………………………………………………………………………..

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1. COLLEGES/UNIVERSITIES Dates Qualifications

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1. OTHER TRAINING Dates

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **C EMPLOYMENT HISTORY**  (Please commence with most recent employer) | | | | |
| Dates From - To | Name & Address of Employer | Job Title | Wages/Salary | Reason for Leaving |
|  |  |  |  |  |
| Current Notice Required................................................................ | | | | |

**D CURRENT ROLE** – Please describe your duties in your current role:

|  |  |
| --- | --- |
| **E REFERENCES**  Please give names and addresses of two referees. One should be your present employer or if not employed your last employer. If you have not been employed before, you will need to supply referees who are able to comment on your ability to do the job. | |
| Title | Title |
| Name: | Name: |
| Occupation: | Occupation: |
| Address: | Address: |
| Post Code: | Post Code |
| Telephone No: | Telephone No: |
| Fax No: | Fax No: |
| Email Address: | Email Address: |
| Capacity in which known: | Capacity in which known: |
| May we contact prior to interview if you are short | May we contact prior to interview if you |
| listed: YES/NO | are short listed: YES/NO |

# CRIMINAL RECORD

In accordance with the rehabilitation of offenders act 1974 (exceptions) order 1975, you are obliged to disclose all convictions and cautions no matter how long ago they occurred and regardless of whether the offences were committed as an adult or juvenile.

Do you have any criminal convictions YES/NO

Are you currently the subject of any criminal proceedings of police investigations YES/NO

Please note any criminal convictions *(this is to include any reprimands and cautions which will be brought to light during the CRB process).*

If none please state:

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Nature of summons/charge/caution | Court | Sentence or order |
|  |  |  |  |

# KNOWLEDGE

Please show that you have the knowledge asked for in the Employee Specification gained through either work, education, home or voluntary activities

# EXPERIENCE

Please show that you have the experience asked for in the Employee Specification gained through either work, education, home or voluntary activities

# SKILLS

Please show that you have the skills asked for in the Employee Specification gained through either work, education, home or voluntary activities

# Additional Information

Please use this section to provide any additional information you feel supports your application for the position. (You may continue on another sheet but please do not exceed 2 sides of A4)

**K LEISURE - Please note any sports, hobbies, pastimes etc:**

**L DATA PROTECTION NOTIFICATION:**

**(Please read this carefully before signing this application)**

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

**AUTHORISATION:** I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.

**Signed: ………………………………………..**

**Date: ……………………………………………..**

**M** I confirm that the above information is correct and that any false or misleading information will give my employer the right to terminate any employment contract offered.

**Signed......................................................... Date.............................................................**

**N** I also confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce one of the following documents from the list below:-

* a UK passport
* an EU passport or national identity card
* a UK residence permit issued by the Home Office
* an application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment

**or** two from the following:-

* an official document bearing a national insurance number along with:-
  + a birth certificate, or
  + a letter from the Home Office, or
  + an immigration status document
* a work permit, along with:-
  + a passport, or
  + a letter from the Home Office

In either case, these must confirm the holder has permission to enter or remain in the UK and take the work permit employment in question.

**Signed......................................................... Date.............................................................**

**O** I also confirm that if offered the position I consent to a Criminal Records Check being carried out. This will involve providing three sources of evidence from the list below.

* Driving licence
* UK passport
* Marriage certificate
* Birth Certificate
* Utility Bill
* Bank Statement
* Rent book
* UK Identity Card
* Work Visa

Signed ……………………………………………… Date ………………………………………………

Where did you see this post advertised?......................................................................