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| **Position Applied for** |  |

**Personal Details**

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| --- | --- | --- | --- |
| **Surname** |  | | |
| **First Names** |  | | |
| **Title** |  | | |
| **Email address** |  | | |
| **Address** |  | | |
| **Postcode** |  | **NI Number** |  |
| **Home Telephone** |  | **Mobile Telephone** |  |
| **Do you need a UK work permit to do this job under the terms of the Immigration and Asylum Act 1996?** | | | |
|  | |  | |
| **Details of any permit currently held:** | | | |
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**Education & Professional Qualifications**

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| --- | --- | --- | --- |
| **Include in this section all relevant qualifications. Please also indicate subjects currently being studied.** | | | |
| ***Subject/Qualification*** | ***Place of study*** | ***Grade/Result*** | ***Year*** |
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**Employment History**

Please record below the details of your current or most recent employer.

|  |  |
| --- | --- |
| **Employer Name** |  |
| **Address** |  |
| **Job Title** |  |
| **Start – End date** |  |
| **Description of your duties and responsibilities** | |
|  | |

**Previous Employment**

Please record below the details of your previous employment beginning with the most recent first. Please explain any gaps in employment in the "Supporting Information" section below. Please add additional employers/information on a separate sheet.

**Previous Employer 1**

|  |  |
| --- | --- |
| **Employer Name** |  |
| **Address** |  |
| **Job Title** |  |
| **Start – End date** |  |
| **Description of your duties and responsibilities** | |
|  | |

**Previous Employer 2**

|  |  |
| --- | --- |
| **Employer Name** |  |
| **Address** |  |
| **Job Title** |  |
| **Start - End date** |  |
| **Description of your duties and responsibilities** | |
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**Supporting information**

In this section please give your reasons for applying for this post and additional information which shows how you match the person specification for the job (you will have been sent this document with this application form). This can include relevant skills, knowledge, experience, voluntary activities and training etc.

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| **Supporting Information (Please continue on additional sheets if necessary)** |
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**References**

Please give the names of the two people who have agreed to supply references. If you are, or have been, employed these should be your two most recent employers. These may include your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for the post. If you are a student please provide contact details of a teacher at your school, college or university. Please note that personal references such as friends and relatives are not acceptable. Referees will be approached prior to appointment and will not be approached without your prior permission.

**Referee 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Job Title** |  | | |
| **Relationship** |  | | |
| **Address** |  | | |
| **Postcode** |  | **Telephone** |  |
| **Email** |  | | |

**Referee 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Job Title** |  | | |
| **Relationship** |  | | |
| **Address** |  | | |
| **Postcode** |  | **Telephone** |  |
| **Email** |  | | |

**Rehabilitation of Offenders Act**

In order to protect certain vulnerable groups within society, there are a number of posts and professions that are exempt from the provisions of the Rehabilitation of Offenders Act 1974. These include posts where, in the normal course of their duties, successful applicants will have access to persons in receipt of social care services. If the post you have applied for falls within the above category, it will be exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act (Exceptions Order) 1975.

Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'Spent' under the provisions of the act and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the employing organisation. Any information given will be confidential and will be considered only in relation to posts to which the order applies.

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| **Have you at any time received, or had pending, a court conviction?** |  |
| **If so, please give details:** | |
|  | |

Your offer of employment may be subject to a satisfactory disclosure from the Disclosure and Barring Service. Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment.

**Relationships**

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| --- |
| **If you are related to a director of the organisation, please state the relationship:** |
|  |

**DECLARATION**

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation.

|  |  |  |  |
| --- | --- | --- | --- |
| **I agree to the above declaration** | | | |
| **Signature** |  | | |
| **Name** |  | **Date** |  |

|  |  |
| --- | --- |
| **Where did you see this vacancy advertised**? | |
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**Ethnicity**

This information is confidential and used for monitoring purposes only.

|  |  |  |
| --- | --- | --- |
| **I would describe my ethnic origin as follows:** | | |
| **Asian or Asian British** | **Mixed** | **Other Ethnic Group** |
| **Black or Black British** | **White** |  |