

# APPLICATION FOR EMPLOYMENT



<b>Applicant's Name</b>	<b>Position applied for</b>

<b>Personal Information</b>	
Address	
Home Telephone	
Mobile Telephone	
Email Address	
Date of Birth	
Place of Birth	
National Insurance Number	
Do you require a Work Permit to work in the UK?	Yes / No

<b>Use of vehicles</b>	
Do you hold a Full UK Driving Licence?	Yes / No
Do you have use of a motor vehicle?	Yes / No
If Yes, Do you have Business Insurance?	Yes / No
Please give details of any driving convictions or current penalty points	

<b>Other Information</b>	
How did you hear about this position?	
Have you applied for a position with us before?	Yes / No
If Yes, please give details	

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## Education

Dates From / To	Name of School, College or University	Subjects or Qualifications achieved	Grade

## Professional Details

Professional Qualifications and/ or Memberships	Date

## Current Relevant Training and / or Studies

Date

## Other Interests

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Employment History			
Dates From / To	Name and Address of Employer	Position held	Reason for leaving

Please include **FULL** employment history, from leaving school, including any gaps, giving reason (e.g. College, left to have children). If you have ever been dismissed from employment, please give reasons.

Current Employment	
Name and Address of Employer	
Dates From / To	
Position held	
Current duties and responsibilities	
Reason for leaving (if applicable)	
Notice Period	

Reference 1		Reference 2	
Name		Name	
Address		Address	
Position		Position	
Telephone		Telephone	
Work Email		Work Email	

Please give details of **TWO** Referees. The first **MUST** be a present or past employer, or if you have recently left full-time education, your school or college. The second may be a personal reference.

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## Criminal Convictions

All positions within the Organisation will involve contact with vulnerable individuals; you are required to declare all convictions, whether or not they are regarded as spent under the Rehabilitation of Offenders Act 1974.

Do you have any criminal convictions?	Yes / No
Are there any current convictions/proceedings against you?	Yes / No
Are you prohibited from working with vulnerable people?	Yes / No

If you have answered **YES** to any of the above questions, please give full details on a separate piece of paper.

## Enhanced DBS Check

All Employees are required to have an Enhanced Disclosure and Barring Service (DBS) Check to meet the definition of regulated activity. Therefore, you are required to sign the Declaration below, before your application can progress.

I give permission for application to be made for an Enhanced DBS Check in my name, and understand that an application will only be made for these checks if my application is successful.

Should the checks reveal anything that is of real concern for the protection of the individuals with whom the organisation works, I understand that the offer of employment will be withdrawn.

**I am willing to pay the fee of £74.00 should I leave employment within the first 12 months.**

## Supporting Information

Please give reasons for applying for this position, and any additional information to support your application.

I can confirm that all information provided is true and correct and that there are no medical or other reasons that I know of which may prevent me undertaking the required duties of the position. I understand that any misrepresentation will invalidate my application, and if appointed, will result in instant dismissal.

## Signature

Signed	
Print Name	
Date	