

**Application Form**

**Application for the position of:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Where did you hear about the job:**

**Personal Information**

Title: Surname:

Forenames: Preferred Name:

Address:

Postcode:

Home Tel No: Mobile Tel No:

Email Address:

**Education Details**

|  |  |  |
| --- | --- | --- |
| School/College/University Name & Address: | Dates Attended: From: To:  | Qualifications gained*(please note that you may be required to provide proof of any qualifications)* |
|  |  |  |
|  |  |  |
|  |  |  |

**Professional Qualifications / Training / Memberships**

|  |  |  |
| --- | --- | --- |
| College/University/Training Provider / Professional Body  |   | Course / Membership Details and Results Achieved: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Present Employment:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name, Address and Role | Salary | Start Date | End Date | Notice Period |
|  |  |  |  |  |

Current / Most Recent Position Held: ……………………………………………………………………….

Reason for Leaving/Wishing to Leave: ……………………………………………………………………..

**Employment History (including voluntary work and other relevant experience)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer’s Name | Position | Duties | From | To | Reason for Leaving |
|  |  |  |  |  |  |

**Personal Statement**

Please give brief details why you are suitable for the post and how you meet the requirements of the person specification when completing this section. (no more that 2 sheets of A4)

**Rehabilitation of Offenders Act 1974:**

This post is protected by the Act. Have you been convicted of any criminal offence which is not considered 'spent’ under the Rehabilitation of Offenders Act 1974? **Yes / No**

If yes, please give details on a separate sheet and attach in a sealed envelope marked ‘Confidential’.

Please note, any offer of employment will be subject to a CRB Check.

**Asylum and Immigration Act 1996:**

Are you currently eligible for employment in the UK? **Yes / No**

In order to comply with the Asylum and Immigration Act 1996, any offer of employment will be subject to provision of documentation showing your entitlement to work in this country e.g. National Insurance number, passport and / or visa. Please state what documentation you can provide to demonstrate your entitlement to work in the UK.

**References**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Current/Most Recent Employer** | **Previous Employer** | **Previous Employer** |
| **Name:** |  |  |  |
| **Position:** |  |  |  |
| **Organisation:** |  |  |  |
| **Address** |  |  |  |
| **Postcode** |  |  |  |
| **Tel No** |  |  |  |
| **Email Address:** |  |  |  |

I confirm that the details I have provided on this form and any attached sheets are correct to the best of my knowledge and I understand that any contract of employment will be jeopardised if I have misrepresented or omitted any relevant information. I understand if I am appointed, information divulged in applications and forms for employment will be kept on file (both hard and soft copy) for employment purposes. Information will be stored securely in line with the Data Protection Act 1998.

I consent that, if I am the successful candidate, that references may be taken, a CRB check be completed and proof of qualifications, proof of identity and eligibility to work in the UK will be provided upon request.

**Signed: ………………………………………………………… Date: ………………………….**

(Please note that any applicant providing their application form electronically will be required to sign the application at interview if shortlisted)