

**Application Form**

*Thank you for your interest in applying to work at Stoll. In order to ensure your data is processed fairly and in line with our Equality and Diversity policy, all data relevant to protected characteristics and criminal offences will be removed prior to shortlisting, and applicants assigned a Candidate Code for processing.*

**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)* |
|  |  |  |
|  |  |  |
|  |  |  |

**Rehabilitation of Offenders Act 1974:**

Posts at Stoll are ‘exempt’ from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

Do you have any convictions, cautions, reprimands or final warnings which are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

**Yes / No**

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

All cases will be examined on an individual basis, taking the following into consideration:

* Whether the conviction is relevant to the position applied for.
* The seriousness of any offence revealed.
* The age of the applicant at the time of the offence(s).
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
* Whether the applicant's circumstances have changed since the offending behaviour.

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

**Candidate Code:**

**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 | Notice Period |
|  |  |  |  |
| Duties: | | | |

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 | Start date | End date | 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 than 2 sheets of A4)

**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 and subsequent legislation. A copy of Stoll’s Fair Processing Notice is enclosed with this application form.

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

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