



**CONFIDENTIAL
APPLICATION FOR EMPLOYMENT**

- Please type or print clearly in black ink
- CVs alone will not be accepted
- All sections of the form must be completed

Part 1 – Personal Details:

Post Applied for:		Applicant no (office use only):
Name:		Mr/Mrs/Ms/Miss:
Address including postcode:		
Tel (home):	Tel (work):	Tel (mobile):
Email:		
Date of birth:		

Part 2 – References

References: Please provide 2 references. One must be your current and most recent employer. If you have no previous employer then references from college tutors, volunteer projects etc may be suitable. Do not use friends or relatives as referees. (References will not be taken prior to an offer of employment)

Reference 1

Name:	
Address:	
Position held and relationship:	
Email:	
Telephone:	

Reference 2

Name:	
Address:	
Position held and relationship:	
Email:	
Telephone:	



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Part 3 – Education (include any part-time education).

From	To	School/College/University etc	Qualifications & grades obtained

From	To	Additional qualifications/membership of professional bodies	Qualifications & grades obtained

From	To	Relevant training	Qualifications & grades obtained

Part 4 – Current & Previous Employment

Please give details of most recent employment first and include part-time or vacation work undertaken.

Where applicable, include at least three previous posts, covering a maximum period of ten years. If not currently in paid work, please describe your current occupation – e.g. voluntary work, unemployed, student

Current or last employer

Name of employer	
Address (including postcode)	
Job Title	



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From/To	
Salary	

Reasons for leaving/wishing to leave	
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Brief outline of duties	
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Part 5 – About your past employment

Name of employer	
Address (including postcode)	
Job Title/duties	
From/To	
Reason for leaving	

Name of employer	
Address (including postcode)	
Job Title/duties	
From/To	
Reason for leaving	

Name of employer	
Address (including postcode)	
Job Title/duties	
From/To	
Reason for leaving	



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Part 5 – Statement: please use this section to make a statement on the personal attributes, skills and experience you would bring to this post and how these things would enable you in undertaking the tasks and responsibilities involved. Please continue on a separate sheet (up to two extra A4 sheets) if necessary.

You should address each of the essential requirements as listed in role/person specification, in order, with a short paragraph for each.

Part 6 – Additional information

Where did you see the advertisement?	
Do you require a permit to work in the UK?	
Do you hold a Valid UK Driving Licence?	
Rehabilitation of Offenders and Criminal Disclosures The work of the employing organisations is with vulnerable people. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You must provide us with details of any pending prosecutions or convictions (including cautions, bind-overs or pending cases) which you may have, even if they would otherwise be regarded as 'spent' under this Act.	If you are involved in any pending prosecutions or have ever been convicted of a criminal offence, you are required to give full details on a separate sheet and place it in an envelope marked "Private & Confidential – for recruitment panel only".
Reasonable adjustments	If you require any reasonable adjustments to the recruitment process, including the application process and interview, please provide details on a separate sheet of paper.



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Data Protection

In accordance with the Act, you should be aware that the personal details submitted with this application form will be used only for selection and interview procedures and for employment records if the application is successful.

Declaration

I certify that the details in this application are true and can be verified. I agree that any enquiries may be made or documentation requested to substantiate all statements made by me. I am aware that failure to give complete and accurate information may result in loss of future employment or withdrawal of a job offer.

If you are emailing this application form to us, then in the absence of a signature, you should note that the emailing of your application constitutes your personal certification that the details in this application are correct.

I agree and certify that the information declared in this application is true and can be verified.

Signature:

Date:

Please submit your application as detailed in the job advertisement.