



# Application for Employment

Please read these notes before you complete this application:

1. The accuracy of information provided in this application will form part of your contract of employment. Please ensure you complete every section.
2. Please use the boxes provided. For questions marked with an \* please circle your response
3. Please note that this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Due to the nature of our business your entitlement to withhold information about any convictions, which for other purposes are spent, does not apply.
4. Failure to disclose any convictions will be regarded as a gross breach of conduct and may lead to dismissal.
5. Any disclosures will be treated in the strictest confidence, will not necessarily preclude you from employment and will be considered only in relation to this application.

Thank you.

## The Position:

Position applied for:  Available to start from:   
 Available to work\* full-time/part-time/flexible hours Weekly hours  hrs  
 day/evening/weekend/night required:

Days or times that would prove difficult for you to work:

## Personal Details:

Mr/Mrs/Ms/Miss/Mx\* First Names:  Surname:

Address:  Postcode:

Telephone: Home:  Mobile:

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

Do you require a Work Permit to work in the UK\* Yes/No

Are you able to perform all the duties detailed in the Job Description provided to you\* Yes/No

If No (above) please explain any restrictions:



## Education and Training:

Schools attended from age 11

From	To	Name of School	Examinations Taken & Results

## Employment History:

From	To	Employer Name & Address	Position(s) held and main responsibilities	Reason for Leaving

Salary from your most recent employment:

£

Notice required by your current employer:

Per hour/week/  
month/year  
Days/weeks/  
Months

## Hobbies and Interests:

What interests do you have outside of work?

### Knowledge, Skills and Experience:

Please tell us why you are applying for this position. Show how the knowledge, skills and experience you have gained from previous employment and/or voluntary/community work will help you in this post.

### Criminal Convictions:

Please ensure you read notes 3, 4 & 5 on the first page of this Application Form before completing this section.

Do you have any criminal convictions to disclose? \* Yes/No

Any information should be given on a separate sheet and attached to this Application.

## Referees:

Please provide details of two persons, **who must not be family members**, who have known you for more than two years and who we can approach for a reference. We will also require a reference from your current, or last, employer. We will not contact them without your prior approval.

	First Referee	Second Referee
Name		
Address		
Telephone		
Known since?		
In what capacity?		

## Declaration:

I declare that the information given on this Application for Employment is true and accurate, especially in respect of any criminal convictions.

I understand that any form of misrepresentation, provision of false information, or non-disclosure of any relevant facts known to me now or during the appointment process may prejudice my application and if appointed will be regarded as a gross breach of conduct which may lead to my dismissal.

I understand that any offer of employment will rely upon the information provided in this Application for Employment, will be subject to receipt of satisfactory references.

I understand that, if I become an employee:

1. I must consent to a search request about me being submitted to the Disclosure & Barring service.
2. I will be required, at my own expense, to supply my employer with a copy of all relevant documentation needed to complete a DBS Check.
3. I have provided information on this Application Form that will be used to compile my Personnel File, which may be stored on a computer.

Signed:

Date: