### APPLICATION FOR EMPLOYMENT

Please complete this form in full - CVs are not acceptable

|  |
| --- |
| **POST APPLIED FOR:****LOCATION:** |

|  |
| --- |
| PERSONAL DETAILS |
| SURNAME: INITIALS:ADDRESS: POST CODE:TELEPHONE: Home: Work: Mobile:EMAIL:May we contact you at work? YES / NO |

|  |
| --- |
| PRESENT OR MOST RECENT EMPLOYER |
| NAME ADDRESS:    POSTCODE YOUR JOB TITLE:DATES OF EMPLOYMENT: From: To:LENGTH OF NOTICE REQUIRED: REASON FOR LEAVING:  |

|  |
| --- |
| PREVIOUS EMPLOYMENT  |
| NAME AND NATURE OF BUSINESS | POST HELD | DATES | REASON FOR LEAVING |
| From | To |
|  |  |  |  |  |

|  |
| --- |
| EDUCATION |
| WHERE(e.g. School, FE College, University etc) | COURSE DETAILS | QUALIFICATIONS OBTAINED | Confirm if completed pending or has expiration date |
|  |  |  |  |

|  |
| --- |
| OTHER TRAINING including short courses. |
| TRAINING ORGANISATION | COURSE NAME AND BRIEF DETAILS | DATE(S) | Confirm if completed pending or has expiration date |
|  |  |  |  |

|  |
| --- |
| SUPPORTING INFORMATION (Please refer to Guidance Notes) |
| Please continue overSupporting Information continued:Please continue on another sheet if necessary. |

|  |
| --- |
| **Where did you hear about this vacancy?** |
|  |

|  |
| --- |
| **REFERENCES (please refer to Guidance Notes)** |
| NAME:ADDRESS: POSTCODETEL NO:EMAILJOB TITLE | NAME:ADDRESS: POSTCODETEL NO:EMAILJOB TITLE |

|  |
| --- |
| **EMPLOYMENT OF EX-OFFENDERS** |
| Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975) and associated Order. Applicants are not entitled to withhold information about convictions including convictions which, for other purposes, are “spent” under the conditions of the Act.If you are invited to an interview, you will be asked to declare any convictions, including “spent” convictions, before the interview. Failure to disclose such convictions could result in the withdrawal of an offer of employment or later disciplinary action.If you are appointed to the post, you will be asked to complete a Disclosure and Barring Service form requesting an **Enhanced Disclosure** of any criminal record you may have. Please see Guidance notes for further information.**Having convictions will not necessarily bar you from employment. This will depend on the circumstances and background of the offence(s).**  |

|  |
| --- |
| DATA PROTECTION |
| The information you have provided will be handled and processed in accordance with the Data Protection Act 1998. If you are appointed, the information will form part of your personnel record and may be used for management and monitoring purposes. |

|  |
| --- |
| **DECLARATION** |
| **Please sign and date this declaration before returning this Application Form. If you send the form by email you will be required to sign it if and when you are interviewed.****I declare that the information given on this form is true and complete to the best of my knowledge and belief and can be treated as part of any subsequent contract of employment. I understand that any false information or deliberate omission may result in rejection or, if appointed, lead to later disciplinary action.** Signed: Date: |