

August 2024

APPLICATION FOR EMPLOYMENT FORM

PLEASE COMPLETE THIS FORM IN BLACK INK, IN BLOCK CAPITALS AND RETURN IT TO THE ADDRESS ON THE BACK PAGE OF THIS FORM (PLEASE ENSURE ALL SECTIONS ARE COMPLETED)

JOB DETAILS

Application for the post of _____

PERSONAL DETAILS (Please complete in BLOCK CAPITALS)

SURNAME (current family name) _____ FORENAME(s) _____

PREVIOUS SURNAMES (if applicable) _____

HOME TELEPHONE NO _____ MOBILE TELEPHONE NO _____

WORK TELEPHONE NO _____ EMAIL ADDRESS _____

NATIONAL INSURANCE NO _____

HOME ADDRESS
years)

PREVIOUS ADDRESS (If you have lived at your current address for less than 5

POSTCODE _____ POSTCODE _____

FROM DATE _____ TO DATE _____ FROM DATE _____ TO DATE _____

(Month/Year)

(Month/Year)

DO YOU REQUIRE A WORK PERMIT? YES ☐ NO ☐

DO YOU HOLD A FULL VALID DRIVING LICENCE? YES ☐ NO ☐

☐

If yes, do you hold one?

YES ☐ NO ☐

If Yes, do you have your own transport?

YES ☐ NO ☐

☐

If you are successful you will be required to provide evidence prior to your appointment.

REHABILITATION OF OFFENDERS ACT 1974

Please give details of any court convictions, outstanding summonses or prosecutions (including SPENT convictions as due to the nature of the work that you have applied for the post is EXEMPT from the provision of the act (section 4(2)), by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions Orders 1975)). Any false statement will disqualify you from employment, or, if employment has commenced, will render you liable to summary dismissal.

Have you any previous convictions? YES ☐ NO ☐

Applicants should note that providing false information to obtain employment is a criminal offence (S16 Theft Act 1968)

August 2024[illegible]

Please give details of a FULL employment history, starting with the most recent and explaining ALL gaps in employment. Please continue on a separate sheet if necessary.

[illegible]

August 2024

EDUCATION and QUALIFICATIONS

Please give details of your education and the qualifications obtained. Include details of any qualification you are currently studying for.

[illegible]

TRAINING

Please give details of any further training you have received which supports your application. Include any on-the-job training as well as formal courses.

[illegible]

August 2024

PERSONAL STATEMENT

ABILITIES, SKILLS, KNOWLEDGE AND EXPERIENCE

Use this section to demonstrate how you meet all of the criteria for the job as set out in the enclosed job description and person specification. Draw on all aspects of your education and experience, including paid and unpaid employment. Please continue on a separate sheet if necessary.

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Name/Title	Name/Title	Name/Title
<hr/>	<hr/>	<hr/>
Job Title	Job Title	Job Title
<hr/>	<hr/>	<hr/>
Relationship to yourself (e.g. manager, teacher etc.)	Relationship to yourself (e.g. manager, teacher etc.)	Relationship to yourself (e.g. manager, teacher etc.)
<hr/>	<hr/>	<hr/>
Address	Address	Address
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
Post Code	Post Code	Post Code
<hr/>	<hr/>	<hr/>
Tel No	Tel No	Tel No
<hr/>	<hr/>	<hr/>
Fax No	Fax No	Fax No
<hr/>	<hr/>	<hr/>
May we contact this referee prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>	May we contact this referee prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>	May we contact this referee prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>

	7:00 am to 10:00am	10:00am to 5:00pm	5:00pm to 10:00pm	
Monday				Wake Nights <input type="checkbox"/> Sleep Nights <input type="checkbox"/>
Tuesday				
Wednesday				
Thursday				
Friday				

August 2024

Saturday			
Sunday			

Full Time ☐

Part Time ☐

DECLARATION

I declare that the information contained in this application (and any further information enclosed) is correct to the best of my knowledge.

I agree that my potential employer may take reasonable steps to verify the information.

I understand that any false statement will disqualify me from employment or, if discovered after employment has commenced, may render me liable for summary dismissal.

I also understand that any offer of employment will be subject to satisfactory references and Enhanced Criminal Records Bureau Disclosure.

In accordance with the Data Protection Act 1998, I understand that the information provided on this form will be used in the recruitment and selection process and will form the basis of the personnel record for the successful candidate. It will also be held on a database and used for equal opportunities monitoring purposes.

Signed :

Date : _____

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