

# Employment Application Form



Position Applied for: \_\_\_\_\_

Date: \_\_\_\_\_

Full Time  Part Time

## Personal Information

Forename(s):

Surname:

D.O.B:

Age:

Marital Status:

Nationality:

National Insurance No:

--	--	--	--	--	--	--	--	--	--

## Contact Information

Address:

Postcode:

E-mail Address:

Telephone Number (Home):

Telephone Number (Work):

Telephone Number (Mobile):

Can we contact you at work?

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes  No

Do you hold a full, clean driving license valid in the UK?

Yes  No

Have you a car/access to a car? Yes  No

## Employment History

*Please list starting with current or last employer and explain any gaps*

Date	Name & Address of Employer	Job Title	Salary	Reason for Leaving	Brief Description of Duties
From:  To:					
From:  To:					
From:  To:					

*Continue on separate sheet if necessary*

## References

*Please provide details of two referees (one must be last employer)*

	Reference 1	Reference 2
Name:		
Job Title:		
Organization:		
Work Relationship:		
Address:		
Telephone Number:		
E-mail:		
Are you willing for this referee to be contacted prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Education

University	Years Attended	Course	Qualification and Grades obtained
	From: To:		
School	Years Attended	Subject	Qualification and Grades obtained
	From: To:		

*Continue on separate sheet if necessary*

## Other Professional Qualifications

Qualification	Awarding Body	Year Gained	Grade

## Training and Development

Title of Training Programme/ Course	Year Awarded

1. Why are you applying for this position?


2. Have you ever worked in a position, voluntary or otherwise, which involved work with children or vulnerable adults?

(If yes please give details including the reason why employment ended)


3. Do you have any permanent or persistent health problems?

If so, please give details


4. Please confirm that you are physically and mentally fit for the purposes of the work which are detailed in the job description.


5. Do you have any convictions that are unspent under the rehabilitation of offender's act 1974?

Yes  No

If Yes, Please give details/ dates of offence(s) and sentence:


## Personal Statement

*Abilities, skills, knowledge and experience.*

*Please use this section to explain in detail how you meet the requirements of the Job Description. If you are or have been involved in voluntary/unpaid activities, please also include this information.*

*The following information is required as the post you are applying for has a requirement for a Disclosure and Barring Service check.*

6. Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes  No

7. Have you previously undergone a DBS check?

Yes  No

## Equal Opportunities

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented please COMPLETE THIS SECTION OF THE APPLICATION FORM.

### What is your Ethnic Group?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

#### A. White

White UK

Irish

White non-UK

Any other White background  
(please give details):

#### B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background  
(please give details):

#### C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background  
(please give details):

#### D. Black or Black British

Black Caribbean

Black African

Any other Black background  
(please give details):

#### E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background  
(please give details):

#### F. I do not wish to provide this information

## Declaration

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

**I hereby certify that:**

- **all the information given by me on this form is correct to the best of my knowledge**
- **all questions relating to me have been accurately and fully answered**
- **I possess all the qualifications which I claim to hold**
- **I have read and, if appointed, am prepared to accept the conditions set out in the job description.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_