

CONFIDENTIAL

Application for Employment



Post for which you are applying:

How did you hear about this vacancy?

Date of publication (if applicable):

Personal Details

Title:	First Names:	Surname:
Address:		Home phone number:
Postcode:		Mobile phone number:
		Email address:
		NI Number:
Do you hold a full licence to drive:		Details of any Endorsements:
YES/NO		
Do you require a Work Permit to be employed in the United Kingdom?		Do you own a car?
YES/NO		YES/NO

Interview arrangements

Do you require any special facilities for interview?
If so, please give details.

Please note that all candidates are treated equally regardless of their age, sex, sexual orientation, marital status, race, ethnic origin, religious belief or disability.

References (for external candidates only)

Give names and addresses (and telephone numbers, if possible) of two referees. The first should be your present or most recent employer (or head teacher, if a school leaver).

1. Recent Employer: Address: Tel:	2. Personal: Address: Tel: Capacity in which they are known to you:
May we approach them prior to interview? 1. YES/NO 2. YES/NO (Referees will only be contacted if you have been requested to attend for an interview. References are confidential)	

Career History

Name and address of recent and previous employers	From	To	Appointments held, brief descriptions and current salary	Reason for Leaving

Education and Training

Secondary School / College / University attended	Full or Part-time	From	To	Course(s) taken or currently studying	Examination results (incl. grades)

Other relevant training courses attended:

Professional Qualifications: Professional Body:

Details of UK registration:

Health: Please state the number of days absent from work due to illness in the last 2 years:

General Information

Explain why you are interested in this position, how you feel you would benefit our service users and give any additional information in support of your application including relevant skills and personal qualities. **(Continue on a separate sheet if necessary)**

Rehabilitation of Offenders Act 1974

Under the Act, most sentences awarded by a Court for Criminal offences may be regarded as spent and disregarded, for most purposes, after a specified period of time and need not then be disclosed. **However this post is exempt from the Rehabilitation of Offenders Act 1974 and you must therefore declare any and all convictions/cautions/reprimands/warnings you may have had. As you will be working with vulnerable individuals, prior to commencing in post you will be required to undergo a Disclosure and Barring Service check.**

Please note the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Have you at any time been convicted of a criminal offence or received a Police caution and or reprimand or warning? YES/NO

If the answer is Yes, please give full details including the nature of the conviction/caution/reprimand/warning, which Police Force was involved, the outcome and dates.

Data Protection Act 1998

We undertake to treat personal details on this application form from which you can be identified, with complete confidentiality. By submitting this application form you are consenting for your details to be used in our recruitment process in accordance with the Data Protection Act 1998.

To the best of my knowledge the above facts are a true statement. I accept that providing deliberately false information could result in my dismissal.

Should an offer of employment be made we reserve the right to require you to undergo a medical. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor).

Signature of applicant:

Date: