



Making Achievements Matter

Post Applied for:

# Job Application Form

Please complete this form fully using black ink or type. Please ensure that all sections are completed and that any gaps in the employment history are recorded and explained. If you have any queries when completing this application form please call Carol Johnson on 07399 556030

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

## Section 1 Personal details

Last Name:

First Name:

Address:

  
  

Postcode:

Date of Birth:

National Insurance N<sup>o</sup>:

Letters		Numbers	
Letter	Letter	Number	Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Home Telephone N<sup>o</sup>:

Mobile Telephone N<sup>o</sup>:

E-mail address:

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

Yes

No

If no, please give further details include restrictions to the number of hours you are able to work i.e. Student Visa, 20 hours.

**Driving Licence**

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

Yes

No

Are you willing to drive company vehicles in line with our insurance policy and company car procedures

Yes

No

**If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.**

## Section 2 Present Employment

**Present Employment** (If you are currently unemployed please confirm your current situation i.e. registered with JobCentre Plus, Caring for relatives, raising family)

**Name of Employer:**

**Address:**

  
  

**Postcode:**

**Post Title:**

**Date of Appointment  
(MONTH / YEAR):**

**Salary:**

**Department / Section:**

**Brief description of duties:**

Continue on a separate sheet if necessary

**Period of Notice:**

  
  

**End Date (MONTH/YEAR)**

(if no longer employed):

**Reason for leaving**

(if no longer employed):

  
  

**Reason for leaving**  
(if no longer employed):

## Section 3 Previous Employment

**Previous Employment** (most recent employer first). Please cover the last 10 years and state nature of business. Please ensure that any gaps in the employment history are explained, i.e. unfit to work, unemployment, caring for relatives. When completing dates, please include the month as well as the year.

<b>Name of Employer:</b>		
<b>Address:</b>		
	<b>Postcode</b>	
<b>Start Date:</b>		<b>End Date:</b>
<b>Position Held:</b>		
<b>Summary of duties:</b>		
<b>Reason for leaving:</b>		

<b>Name of Employer:</b>		
<b>Address:</b>		
	<b>Postcode</b>	
<b>Start Date:</b>		<b>End Date:</b>
<b>Position Held:</b>		
<b>Summary of duties:</b>		
<b>Reason for leaving:</b>		

<b>Name of Employer:</b>		
<b>Address:</b>		
	<b>Postcode</b>	
<b>Start Date:</b>		<b>End Date:</b>
<b>Position Held:</b>		
<b>Summary of duties:</b>		
<b>Reason for leaving:</b>		

## Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Dates attended from and to	Course	Qualifications and grades obtained
School	Dates attended from and to	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

## Professional, Registered or Management Qualifications

e.g. CQSW, NVQ 4 RMA or LMC, RMNH, RMN, RGN, DMS, CMS, MBA

Please give details:

Professional/Registered/Management Qualifications	Course Details

Continue on a separate sheet if necessary

## Section 5 Other Skills and Hobbies

Please give details of any other useful skills or talents that might bring an advantage to the position e.g. Craft skills; gardening; music etc....

## Section 6 Personal Statement

**Abilities, skills, knowledge and experience.**

Please use this section to explain in detail how you meet the requirements of the Job Specification, and what you believe you can bring to the position. If you are or have been involved in voluntary/unpaid activities, please also include this information.

## Section 7 Rehabilitation of Offenders Act (1974)

This post is offered subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. ' In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. Information given will be completely confidential.

If you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013, please give the details below.

## Section 8 Protecting Children and Vulnerable Adults

### Enhanced Checks

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

Yes

No

## Section 9 Interview arrangements

Do we need to make any specific arrangements in order for you to attend the interview?

Yes

No

If yes, please give details:

## Section 10 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1		Reference 2	
<b>Name:</b>	<input type="text"/>	<b>Name:</b>	<input type="text"/>
<b>Position (Job title):</b>	<input type="text"/>	<b>Position (Job title):</b>	<input type="text"/>
<b>Work Relationship:</b>	<input type="text"/>	<b>Work Relationship:</b>	<input type="text"/>
<b>Organisation:</b>	<input type="text"/>	<b>Organisation:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>	<b>Address:</b>	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	Postcode <input type="text"/>		Postcode <input type="text"/>
<b>Telephone Nº:</b>	<input type="text"/>	<b>Telephone Nº:</b>	<input type="text"/>
<b>E-mail:</b>	<input type="text"/>	<b>E-mail:</b>	<input type="text"/>

Are you willing for this referee to be approached prior to the interview?    **Yes**      **No**  

Are you willing for this referee to be approached prior to the interview?    **Yes**      **No**  

Signed .....

Date .....