

# APPLICATION FORM FOR POTENTIAL EMPLOYEES

## Personal Details

<b>Position Applied For:</b>	<input style="width: 95%;" type="text"/>				
<b>Title:</b>	<input style="width: 95%;" type="text"/>				
<b>First Name(s):</b>	<input style="width: 95%;" type="text"/>				
<b>Last Name:</b>	<input style="width: 95%;" type="text"/>				
<b>Any Former Names:</b>	<input style="width: 95%;" type="text"/>				
<b>Address:</b>	<input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/>				
<b>Post Code:</b>	<input style="width: 95%;" type="text"/>				
<b>Home Tel:</b>	<input style="width: 95%;" type="text"/>				
<b>Email:</b>	<input style="width: 95%;" type="text"/>				
<b>Date of Birth:</b>	<input style="width: 95%;" type="text"/>				
<b>NI Number:</b>	<input style="width: 95%;" type="text"/>				
<b>Dates not available for interview:</b>	<input style="width: 95%;" type="text"/>				
<b>Do you hold a full, clean drivers licence? (Please tick)</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>Yes</b></td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;"><b>No</b></td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> </table>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>		
<b>Do you have your own transport</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>Yes</b></td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;"><b>No</b></td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> </table>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>		
<b>Are you currently eligible to work within the UK?</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>Yes</b></td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;"><b>No</b></td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> </table>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>		
<b>Do you need any special requirements if invited for interview?</b>	<input style="width: 95%; height: 40px;" type="text"/>				

We welcome applications from everyone regardless of age, race, colour, sex, marital status, religious belief, ethnic and national origins disability or sexual orientation.

This information will be used to ensure correct identification of the applicant for safeguarding purposes.



### Present / Most Recent Employment

<b>Employer:</b>	
<b>Job Title:</b>	
<b>Date Started:</b>	
<b>Date Ended (if applicable):</b>	
<b>Reason for Leaving (If applicable)</b>	
<b>Notice Required:</b>	<i>(if applicable)</i>
<b>Annual Salary:</b>	

Please remember to include any specific projects, or areas of responsibility that you have held/or are holding.

Please describe in brief your duties and responsibilities.

<b>Duties and Responsibilities:</b>	
-------------------------------------	--



ID No: GHR-03  
Issue No: 05  
Reviewed: Mar 17

### Previous Employment

*(Most recent first since leaving school including part time and any voluntary work and explanations for periods not in employment, education or training. Please use a blank sheet to add any additional details).*

Job Title:	Employer:	Duties:	Dates		Reason for Leaving	Post included working with children, young people and/or vulnerable adults, please tick
			From:	To:		

**Qualifications** *(relevant to post)*

Qualification(s):	Awarding Body	Date of Award

**Membership of Professional Bodies**

<b>Organising Body:</b>		* eg. Full / provisional
<b>Registration No:</b>		
<b>Type of Registration:</b>		
<b>Renewal Date:</b>		

## Other Information Supporting your Application for a Post

By using clear, identified examples, please demonstrate how you meet the criteria indicated on the Job Description and Person Specification.

Please do not send a CV.

### Experience:

### General and Special Knowledge:

**Skills and Abilities:**

Empty box for Skills and Abilities.

**Additional Factors:**

Empty box for Additional Factors.

## Disclosure of Criminal Background

If you will be applying for a post which is an exempt position under the provision of the Rehabilitation of Offenders Act 1974 the statement *“that after a certain period of time, convictions need not be disclosed and those convictions treated as if they never took place”* **does not apply**. You must therefore, declare any pending prosecutions, any convictions, cautions or bind-overs which you have had at any time. The information provided will be treated as confidential and will apply only to that particular vacancy. It is essential that you complete and sign this form. If you do not have any convictions, cautions or bind-overs, then please write “None” across the boxes. Any job offer made will be subject to a satisfactory Disclosure and Barring Service (DBS) check.

### Criminal Convictions

<b>Date:</b>	
<b>Details of Convictions, Cautions or Bind-Overs:</b>	
<b>Penalty:</b>	

### Pending Convictions

<b>Are there any matters pending?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---------------------------------------	------------------------------	-----------------------------

**If “Yes” please give details:**

### Declaration

I hereby declare that I am not on List 99, disqualified from working with children, young people or vulnerable adults or subject to sanctions imposed by a regulatory body.

Signature ..... Date .....

## References

### 1<sup>st</sup> Referee

Contact Name:	
Job Title:	
Company Name:	
Address:	
Post Code:	
Tel. No:	
Email Address:	
Permission to contact referee prior to interview stage:	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

One of the two referees must be your present or last employer, if previously employed.

Referees cannot be relatives or people writing solely in the capacity of friends.

\*Including STD code

### 2<sup>nd</sup> Referee

Contact Name:	
Job Title:	
Company Name:	
Address:	
Post Code:	
Tel. No:	
Email Address:	
Permission to contact referee prior to interview stage:	Yes <input type="checkbox"/>
	No <input type="checkbox"/>