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| Position applied for: |
| Location: |
| Date of application: |
| When would you be able to start: |
| Where did you hear about this vacancy: |

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| **Personal Details** | |
| Surname/Family Name | First Name (s): |
| Previous Surname (s): | Known as: |
| Current Address: | Contact Telephone numbers:  Home:  Mobile: |

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| **Qualification gained / pending** | **Grade/ Level** | **Establishment school / college / university** | **Date achieved** |
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| **Employment History** | | | | | | |
| Please give details of all your previous employment. This should include paid and unpaid employment, work experience and placements. Exact dates of employment must be given. If different posts with the same employer include them separately.  Please indicate reasons for any substantial gaps in employment and full time study and continue on a separate sheet if necessary. Please start with your present employer. If you are not currently in employment, please leave blank | | | | | | |
| **Present Employment** | | | | | |
| Job Title: | | | Employers Name: | | |
| Employers Address:  Postcode: | | |
| Date started: | | | Telephone No: | | |
| Notice Period if applicable: | | | May we contact on this number?  Yes / No (d*elete as appropriate)* | | |
| **Previous Employment** | | | | | | |
| **Employer** | **Job Role** | **Main tasks / responsibilities** | | **Reason for Leaving** | **Employment start and end dates** | |
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| **Personal Statement** |
| Please study the enclosed **Person Specification**. You should give examples that demonstrate you meet each of the required criteria listing the skills you have relevant to the job. Continue on a separate sheet if necessary. |

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| Criminal Convictions and Cautions |
| In the UK, when asking about criminal convictions and cautions on an application form, it is important to comply with **data protection laws** (including the UK GDPR), the **Rehabilitation of Offenders Act 1974** (ROA), and ensure that you phrase the question appropriately and fairly.  Here is a standard way to ask this question, ensuring compliance:  **Do you have any unspent criminal convictions or cautions?**  Please note: Under the Rehabilitation of Offenders Act 1974, you are only required to disclose convictions or cautions that are *not yet spent*. You do not need to disclose any spent convictions, cautions, or any protected convictions or cautions. If you are unsure about whether your convictions are spent, you can visit the relevant government guidance or seek advice."  **Yes / No (please tick)**  If you answered 'Yes,' please provide further details: |
| Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning? (You do not need to include minor driving offences)  **YES/NO** \*Delete as appropriate  If YES, please provide details on a separate sheet of paper in a sealed envelope attached to this form marked ‘confidential’. Information required would include date, court and nature of offence. |
| Do you need a work permit to work in the UK? Yes/No |
| National Insurance Number:  If no NI number is available, do you have evidence of your entitlement to live and work in the UK? YES/NO |

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| **References** | | |
| Please provide details of two referees that are willing to be contacted. One referee must be your current employer or, if you are currently not working should be your last employer. For students, one referee should be from your college. References will not be accepted from relatives, or people you only know as friends.  A job will not be offered until references have been obtained. | | |
|  | **REFEREE DETAILS (1)** | **REFEREE DETAILS (2)** |
| Name: |  |  |
| Job Title: |  |  |
| Company: |  |  |
| Address: |  |  |
| Postcode: |  |  |
| Telephone Number: |  |  |
| Relationship to self: |  |  |

**Declaration**

The information that you provide will be handled and processed in accordance with the Data Protection Act 1998. It may be used by the employer for business purposes including the prevention and detection of fraud as well as for HR purposes and administration. If you are appointed, this information will form part of your personnel record and will be treated as confidential and will not be disclosed to any unauthorised person.

**I understand that any false, inaccurate or incomplete information made in my application could result in dismissal, disciplinary action or a withdrawal of an offer of employment and may invalidate any contract of employment.**

**I declare that all information given as part of my application is true.**

**Please sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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