

APPLICATION FOR EMPLOYMENT

Post applied for: _____ Full/Part time

1. PERSONAL DETAILS

Pronoun:	First Name(s):	Surname:
Address:		Home Telephone:
Post Code:		Mobile Telephone:
		E-mail address:

2. ABOUT YOURSELF

Do you hold a current Driving Licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you own a car? Yes <input type="checkbox"/> No <input type="checkbox"/>
National Insurance Number:	
Do you have any restrictions on your right to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you consider yourself disabled? Yes <input type="checkbox"/> No <input type="checkbox"/>	If 'Yes' are you registered disabled? Yes <input type="checkbox"/> No <input type="checkbox"/>
How many days sickness absence have you had in the last 2 years?	Number of occasions of sickness absence in the last 2 years. _____
Next of Kin Full Name:	Mobile No:
Do you have any allergies or health conditions we need to be aware of?	

3. EDUCATION – (MOST RECENT FIRST)

School/College/University name and address	Dates – From/To	Qualifications Gained	Grade/Result

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Professional Qualifications	Date of Qualifications	Registration No. (if applicable)

4. MEMBERSHIP OF PROFESSIONAL BODIES

Professional Body	Membership No	Date admitted

5. OTHER RELEVANT TRAINING

Course	Date

6. EMPLOYMENT HISTORY

Employer's Name and address	Date From	Date to	Position held	Reason for leaving and final salary

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7. PERSONAL STATEMENT

Please say why you consider that you are suitable for the post. Relate your statement to the qualifications, knowledge, experience, and skills required for the role and give examples. What can you bring to our service? Please state your experience of working with people or in a care setting. *Continue on another sheet if necessary.*

8. REFERENCES - ONE MUST BE CURRENT OR LAST EMPLOYER

Please give the names of two referees, one of whom should be your current employer or last employer, college lecturer or teacher, the other should have knowledge of your recent work, training or education covering the past three years.

How much notice do you need to give your present employer?

Name	Name
Organisation	Organisation
Address	Address

Post code	Post code
Telephone number	Telephone number
Fax / Email	Fax / Email
Position held	Position held
Contact before job offer? YES/NO	Contact before job offer? YES/NO

9. DECLARATION

Do you have any criminal convictions? Yes No The information will be confirmed by the DBS and we will contact you for further details if relevant.
If yes, please give details -

I declare that the information given on this form is true and accurate to the best of my knowledge. Any false statements may be sufficient cause for rejection or if employed dismissal.

Signature: _____ Date: _____

This post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 and therefore your entitlement to withhold information on spent convictions does not apply. Any information given will be completely confidential.

The information you have supplied on this form will be processed and may be held on computer and will be held on your personal record file if you are appointed. The information will also be used for equality monitoring and statistical purposes. By signing this application, you have given your consent to this, including information which may be considered to be sensitive and personal.