

APPLICATION FOR EMPLOYMENT

Please read this application form carefully before completing. Please use BLACK ink or typescript, as your application form may be photo-copied. Even if you enclose a curriculum vitae, please complete all sections of the application form to ensure you provide all of the information requested.

Post applied for: _____

Job Reference (if applicable): _____

Department: _____

Please return to: _____

Location: _____

PERSONAL DETAILS

Surname: _____

Forenames: _____

Mr\Mrs\Ms\Miss\Dr\Other: _____

Address: _____

Postcode: _____

Tel No (Work): _____ Tel No (Home): _____

EDUCATIONAL DETAILS

Please give details of education since age 11. Include Academic and Professional Qualifications, including those currently being studied (if you have attended a place of further/higher education, information concerning school examinations may be omitted)

School, College, University, etc.	Dates		Qualifications Gained (with grades)	Dates
	From	To		

Professional Memberships and Registration

Organisation	Registration	Expiry/Renewal Date

EMPLOYMENT HISTORY

Current Job Title - if you are not employed at present, please tell us about your most recent post

Employer's Name: _____

Address: _____

Telephone No: _____

Dates From: _____

To: _____

Reason for Leaving: _____

Salary: _____

Notice Period: _____

PREVIOUS EMPLOYMENT IN DATE ORDER

Employer's Name and Address - most recent first	Dates		Job title of post held/Grade	Reason for leaving
	From	To		

Please clearly and concisely describe your skills and experience using examples to demonstrate how you meet the requirements of the job description and the person specification.

If you believe you have the necessary experience and skills – make sure you tell us.

Please continue on a separate sheet if necessary, writing your name and job reference at the top.

EMPLOYMENT STATUS

Do you have a National Insurance Number? Yes No

Please provide us with your National Insurance Number. If your application is successful, you will be asked to provide

your original

documentation relating to your National Insurance number before you commence work.

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Do you require a work permit/visa to work in the UK? Yes No

If yes, what sort of permit/visa do you require? _____

Do you currently hold a permit/visa? Yes No

Please state start and end date of permit Start _____ End _____

Please state Home Office reference number _____

DISABILITY

The Disability Discrimination Act 1995, defines disability as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. People who have a disability, and people who have had a disability but no longer have one, are covered by the act.

Do you have, or have you had such a disability? Yes No

If yes, please describe any adjustments or adaptations you think you would require to assist you to carry out the duties of the post for which you are applying.

Do you suffer from any medical condition which may affect your ability to attend work consistently and/or perform your duties satisfactorily? Yes No

If yes, please give details

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975

Because of the nature of the work, posts within the Charity are exempt from the provisions of Section 4(2) of the Act. Having a conviction will not prevent applicants from being considered for posts.

Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. If you are employed by this Charity, any information given will be completely confidential, any failure to disclose such convictions will result in disciplinary action or dismissal.

In addition, the names of successful applicants for those posts involving substantial opportunity for access to children, will be passed to the Metropolitan Police, who will release to the Charity, information concerning relevant criminal convictions.

Have you had any convictions? Yes No

If yes, please give details on a separate sheet and attach in a sealed envelope marked

"FOR PERSONAL ATTENTION OF SHORT LISTING MANAGER ONLY"

ABSENCE RECORD

Please give details of any absence (except annual leave) during the last twelve months

No. of Days: _____ No. of occasions: _____

Type of Absence: i.e. sickness, unpaid leave _____

REFERENCES

Please give names and addresses of two referees, at least one reference must be your present or last employer, who is in a position to comment on your work experience and suitability for the post to which you have applied.

If you have not been employed or you have not worked for some time, you could provide the name of supervisors or co-ordinators of school or college work experience placements and/or any voluntary work.

Name: _____	Name: _____
Work Title: _____	Work Title: _____
How known to you: _____	How known to you: _____
From: _____ To: _____	From: _____ To: _____
Address:	Address:
e-mail:	e-mail:
Telephone: <input type="checkbox"/>	Telephone: <input type="checkbox"/>

Please note, references will be taken up prior to interview unless you place an X in the above box

DECLARATION

The charity expects that you have had the work experience and qualifications that you have stated on your application form

I understand that any appointment offered is subject to health clearance, and if appropriate, confirmation of statutory qualifications/registration.

I certify that the information given on this form is correct, and understand that any misleading statements or deliberate omissions will be regarded as grounds for withdrawal of offer, or subsequent disciplinary action which could result in dismissal.

Are you related to a current employee of the charity?
(Details should be given on a separate sheet).

Yes No

I also understand that the information will be entered onto a computer under the terms and conditions of the Data Protection Act 1998, and will be treated in a secure and confidential manner.

Signature: _____ **Date:** _____

