

Employment Application Form

Please ensure you complete this form fully and clearly as failure to supply information we have asked for, may render your application invalid.

Personal

Position Applied For

Surname

First Names

Title

Home Address

Post Code

Telephone - Home

Telephone - Work

Telephone - Mobile

Current Driving Licence

Yes

☐

No

☐

National Insurance Number

Applicants selected for interview will be required to bring along proof that they are legally entitled to work in the UK.

Present Employment - Not Applicable if Unemployed

Employers Name

Address

Post Code

Position Held

Date Appointed

Current Salary

Notice Required

To Whom Immediately Responsible

Brief Details of Duties

Education

Dates From & To / Year & Month	School/College/University Including Full Address	Qualifications Obtained

Professional Memberships

All Previous Employment

Please give details of all previous employment starting with the **MOST RECENT FIRST**.
You should include details of any work experience, periods of non-employment, voluntary work and study.
Please ensure there are no gaps in your work history, continuing on a separate sheet as necessary.

Dates From & To / Year & Month	Name Full Address	Position Held Main or Key Duties	Reason for Leaving	Salary

Interests including any voluntary work

Experience - Please refer to job description and person specification

Please tell us why you are applying for this position. Please give details of all your skills and abilities relevant to this post, including experience from past 'Positions Held' or any additional information that will demonstrate your suitability for this post. Please continue on separate sheets if necessary.

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Qualifications And Training

Please give details of all relevant qualifications/training undertaken

Date Completed
or Month & Year

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References

Current or most recent employer

Name

Position

Company

Address

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Post Code

Telephone

Previous employer

Name

Position

Company

Address

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Post Code

Telephone

General

If offered this position will you continue to work in any other capacity?

Yes

☐

No

☐

If yes please give details:

Rehabilitation of Offenders Act 1974 - Exemption from section 4(2).

This employment is exempt from the said Act and employees are not therefore entitled to withhold information about 'spent' convictions. We will require an enhanced Disclosure from the Disclosure and Barring Service and need to have information from you regarding any previous, existing or pending Cautions or Convictions. Can you please therefore confirm:

Have you ever been cautioned for a criminal offence?

Yes

☐

No

☐

Have you every been convicted of a criminal offence?

Yes

☐

No

☐

Have you ever been disqualified from working with vulnerable adults?

Yes

☐

No

☐

You may be asked to provide details to the panel if selected for interview. If you fail to disclose any Cautions or Convictions, including those 'spent', it could result in withdrawal of any job offer, disciplinary action being taken or dismissal. Possession of a Caution or Conviction will not necessarily mean that you will not be appointed as each case is considered on its merits.

Are you related to any Member or Employee of the Association?

Yes

☐

No

☐

If yes please give details:

Declaration - Please read carefully before signing this application form

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

I agree that the Association reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during my employment and for up to 6 months thereafter and understand that information will be processed in accordance with the Data Protection Act.

Should I be successful in this application I agree to a Disclosure and Barring Service check being carried out on my records.

Signed

Date