

APPLICATION FOR EMPLOYMENT

Private and confidential

Return this form to: _____ Ref. No _____

Position applied for _____

Name: Title Forename(s) Surname

Address: _____

Postcode _____

N.I. number _____

Telephone number Landline Mobile

Current driving licence?

Yes [] No [] Groups: _____ Expiry date _____

Details of endorsements: _____

Are there any restrictions on you taking up employment in the UK?

Yes [] No [] (If Yes, please provide details)

Education	Schools/Colleges/University	Qualifications Gained
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Employment history: (please complete in full and use a separate sheet if necessary)

<u>From</u>	<u>To</u>	<u>Name and address</u>
		<u>Job title</u> <u>Rate of pay</u>
		<u>Duties</u>
		<u>Reason for leaving</u>

<u>From</u>	<u>To</u>	<u>Name and address</u>
		<u>Job title</u> <u>Rate of pay</u>
		<u>Duties</u>
		<u>Reason for leaving</u>

<u>From</u>	<u>To</u>	<u>Name and address</u>
		<u>Job title</u> <u>Rate of pay</u>
		<u>Duties</u>
		<u>Reason for leaving</u>

<u>From</u>	<u>To</u>	<u>Name and address</u>
		<u>Job title</u> <u>Rate of pay</u>
		<u>Duties</u>
		<u>Reason for leaving</u>
		<u>Notice required</u>

Current membership of professional bodies (i.e. CIPD, NMC) Please note any professional bodies you are a member of or are registered with:

Other employment Please note any other employment that you would continue with if you were to be successful in obtaining this position.

References Please note here the names and addresses of two persons from whom we may obtain both character and work experience references.

1. _____ 2. _____

Known in the capacity of: (i.e. Manager/Education) _____ Known in the capacity of: _____

Criminal record Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure Scotland.

Declaration (Please read this carefully before signing this application)

1. 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.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation 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 employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure Scotland for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed: _____

Date: _____

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Position applied for: _____ Ref. No _____

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favorable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Our recruitment selection criteria and procedures (including the areas or media sources which are used in the recruitment process) are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:-

I would describe my ethnic group and sex as:- (please tick one box for your ethnic group and one box for your sex).

A) White

English Scottish Welsh Irish

Any other White background, please specify _____

B) Mixed

White and Black Caribbean White and Black African White and Asian

Any other Mixed background, please specify _____

C) Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

Indian Pakistani Bangladeshi

Any other Asian background, please specify _____

D) Black, Black British, Black English, Black Scottish or Black Welsh

Caribbean African

Any other Black background, please specify _____

E) Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other Ethnic Group

Chinese Any other background, please specify _____

F) Sex

Male Female

Name: _____ Signed _____

Date: _____