



## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Our **equal opportunities policy** includes the provision that in recruitment, the only consideration must be that the individual meets or is likely to meet the genuine requirements of the job. No one will be discriminated against on the basis of sex, age, race, colour, ethnic origin, disability, marital status, sexual orientation, caring or parental responsibilities, or belief in any matters including religion and politics.

Please complete this form in ink/biro or by typing or on audio cassette.

Application for the Position of:

Department:

### PERSONAL DETAILS

Surname:

First Name:

Title:

Preferred Forename:

Address:

Contact details:

work:

home:

Email:

### REFERENCES

Please give details (Name, Job Title, Company, Address, Telephone Number) of two work referees, one of whom must be your present or most recent employer. If you have been employed in your present or most recent post for less than three years (and have up to three years work experience) please provide details of referees that will cover the last three years.

1. Name:

Relationship to you:

Address:

Telephone/Email

2. Name:

Relationship to you:

Address:

Telephone/Email

Can references now be taken up with:

Your first referee?

Yes

No

Your second referee?

Yes

No

## EMPLOYMENT HISTORY

### Present Employment

Dates From            To		Name and Address of Employer		
Post		Salary	Notice Required	
Duties				

### Previous Posts (most recent first)

From	To	Employer	Post	Duties

## EDUCATION/QUALIFICATIONS/TRAINING

Starting with the most recent, please give details of your education, qualifications and training relevant to this application

School/College/Organisation/Provider	From	To	Examinations Passed / Degrees / Qualifications obtained

## STATEMENT IN SUPPORT OF YOUR APPLICATION.

Please use this section to state your **reasons for applying for this post**. Outline the **skills & experience** you have gained, either in paid work, unpaid/voluntary work, work at home, through your studies, through your leisure activities, which you think are **relevant** to the job for which you are applying, and which you believe makes you suitable for the post. Be sure to include relevant **achievements**. If you require more space please attach extra pages

**PERSONAL INFORMATION**

Do you require permission / a Certificate of Sponsorship to take up employment in the UK? (Immigration Asylum and Nationality Act 2006 and UK Border Agency Immigration rules – see Border Agency website <a href="http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/">http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/</a> )	Yes/No
Do you need to register under the Home Office EU Accession State Worker Registration Scheme? (See <a href="http://www.ukba.homeoffice.gov.uk/workingintheuk/eea/wrs/">http://www.ukba.homeoffice.gov.uk/workingintheuk/eea/wrs/</a> for more information)	Yes/No
Are you a Bulgarian or Romanian National? (See <a href="http://www.ukba.homeoffice.gov.uk/workingintheuk/eea/bulgariaromania/">http://www.ukba.homeoffice.gov.uk/workingintheuk/eea/bulgariaromania/</a> for more information)	Yes/No
Have you any unspent criminal convictions in line with the Rehabilitation of Offenders Act 1974 (see information overleaf)? If so, please specify below or on a separate sheet. Appointment to certain posts, as stated in the advertisement and job pack, is subject to a criminal record check. By signing the Declaration you accept that the organisation will seek information from the Criminal Records Bureau and any associated special lists, where we have stated it is necessary to do so.	Yes/No
Do you have a Personal Relationship with any current member of staff? If so, please give details:	Yes/No
How many days sick leave have you had in the last 24 months	
Where did you see this vacancy advertised?	
<b>My Salary Expectation Is –</b>	

**To the best of my knowledge the answers given to the questions contained in this application and all statements made are true and accurate. Any falsification may be considered sufficient cause for rejection or, if employed, dismissal.**

Signature.....Date.....

Please provide emergency contact details (i.e. who should we contact in the case of an emergency)

Name:

Relationship to you:

Telephone Number: