**JOB APPLICATION FORM**



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| Job Title |  |

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|  **PERSONAL DETAILS**  |

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| Title: |  | National Insurance No: |  |
| First Name |  | Last Name |  |
| Address: |  | Mobile Tel: |  |
| Town: |  | Work Tel:  |  |
| Postcode: |  | Email Address: |  |

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| Have you ever been previously known by any other name. If so, please state: |  |

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| Do you hold a current Driving Licence? | **Yes No**  |
| Please provide details of any penalties on your license or convictions pending if driving is essential to this job role: |  |

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| Where did you see this vacancy advertised?  |
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| **ALL RELEVANT PROFESSIONAL REGISTRATIONS AND/OR MEMBERSHIPS** |
| If you are registered, please enter all relevant details below. Please note that this information will be checked and verified with the relevant professional body. |
| **Professional Body** | **Membership or Registration Type** | **Membership/Registration Number** | **Expiry/Renewal Date** |
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| **EDUCATIONAL QUALIFICATIONS AND TRAINING** |

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| Please enter below all qualifications received from Secondary Education and Further/Higher Education including CSE, GCE, GCSE, RSA, A LEVELS, BTEC, NVQ, DEGREE, DIPLOMA, CITY & GUILDS ETC.Please note that you will be required to provide evidence of qualifications obtained. |
| **Dates** | **Institution** | **Qualification** | **Subject** | **Grade or Pass Level** |
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| **RELEVANT TRAINING AND PERSONAL DEVELOPMENT**Please state who provided training and the duration of the training. This can include short courses, skills training, external awards/activities etc.  |
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| **EMPLOYMENT HISTORY** |

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| **Current/Most Recent Employer** |
| Name:  | Job Title: |  | Start Date: |  |
| Address: | Salary: |  | Date of Leaving: |  |
| Weekly hours: |  | Reason for leaving: |  |
| Any benefits: |  | Notice period: |  |
| Please detail below your main duties/responsibilities/achievements whilst in this role:  |
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| **Previous Employment & Any Voluntary Activity** |
| Please provide details of other employments including if you wish any voluntary activities either paid or unpaid. ***Please include a reason for leaving and explain any gaps in employment.*** |
| **Dates****From / To** | **Name of organisation and nature of business** | **Job Title/Role** | **Brief detail of main duties/responsibilities** | **Reason for leaving** |
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| **REFERENCES** |

Please provide the names and contact details of those who have agreed to supply references for you. References must include your most recent employer.

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| **REFEREE 1:** | Address: |  |
| Name: |  | Town: |  |
| Relationship: |  | County: |  |
| Organisation: |  | Postcode: |  |
| Email address: |  | Tel No: |  |

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| **REFEREE 2:** | Address: |  |
| Name: |  | Town: |  |
| Relationship: |  | County: |  |
| Organisation: |  | Postcode: |  |
| Email address: |  | Tel No: |  |

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| If we decide to invite you for an interview, are we able to contact your references? If no, we will ask your permission first |
| Reference 1: Yes No  | Reference 2: Yes No  |

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| **ADDITIONAL INFORMATION** |

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| Please tell us about how you meet the job requirements (provide evidence) and your previous achievements. You can include examples of any paid or unpaid work or activities you have undertaken that are relevant to the job you are applying for. You can also include information about why you want the job and anything else you wish to tell us. |
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Continue on a separate sheet if necessary

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| **YOU MUST COMPLETE ALL SECTIONS ON THIS PAGE** |

REHABILITATION OF OFFENDERS ACT 1974

Please complete this section only if you have a criminal conviction which is not considered as spent under the rehabilitation of Offenders Act 1974 and subsequent legislation. Disclosure of a conviction does not automatically exclude applicants from consideration for a post. We welcome applications from ex-offenders as part of our Equal Opportunities policies. Some of our posts, for example those concerned with working directly with young people, involve work where an ex-offender might be in a potentially vulnerable position unless consideration of the person’s background has been made from the outset. For this reason we ask you to give details of any criminal conviction which is not considered as spent under the Rehabilitation of Offenders Act 1974 (as amended). The information you provide will be treated as strictly confidential and will be considered only in relation to the job you are applying for.

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| Nature of Offence(s) |  |
| Date Sentence Passed: |  |
| Sentence(s) or Order(s) given by the court: |  |
| Name and Address of the Court: |  |
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ENTITLEMENT TO WORK IN THE UK

To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (for example,
a document showing your national insurance number, if you have one, your birth certificate, passport, etc.).

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| Do you Require a Work Permit to Work in the UK? | Yes No  |
| If you already have a work permit, please give theexpiry date: |  |

***Do not send these now.*** *Further information will be requested if you are selected.*

**Declaration**

To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal.

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| Signed: |  |
| Date: |  |

We are committed to safeguarding and promoting the welfare of children and young people and expect the same commitment from all staff and volunteers. *The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to the receipt of a satisfactory disclosure from the Disclosure Barring Service as well as additional pre-employment checks.*