

APPLICATION FORM

Application for the post of:

Location:

Fair Treatment Policy

It is our policy to consider all application on the basis of merit and ability, irrespective of ethnic origin, race, colour, gender, disability, age, marital status, religious belief or sexual orientation

Personal Details

Title	Surname	Forename
Address		
		Postcode
Contact No (Home):	Contact No (Mobile):	

Education

Please give details of your secondary and further education history. If you have any other experience or skills that you consider relevant to your application, for example, voluntary work, work experience etc, please give details. (Please continue on additional sheet if necessary).

Name of School/College	Subject	Dates from	Dates to	Result

Professional Membership

If you are a member of any professional/technical body, please indicate your grade of membership. If membership is by examination, please give details of the examination.

Occupational Qualifications/Institute/Membership

Name of Institute/Organisation	Qualification	Date achieved

Employment History

Please list names and addresses of previous employers (most recent first) and account for any gaps in employment. If you have had no permanent employment please give details of any temporary work. (Please continue on additional sheet if necessary).

Employers Name and Address	Start - Finish Date	Job Title	Reason for Leaving

Prevention of Illegal Working

The Immigration Asylum and Nationality Act makes it a criminal offence for us to employ a person who is subject to immigration control. All new employees are required to produce a document showing that they have the right to remain and work in the UK.

For example:

- A passport showing that the holder is a British citizen (or has the right to reside in the UK), or,
- A national of a EEA country or Switzerland, or,
- A passport or other travel document issued by the Home Office or Border and Immigration Agency endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right to reside in the UK or has no time limit on their stay.

Can you produce one of these documents?

Yes

No

Rehabilitation of Offenders Act 1974

Please give details of any conviction which is not excluded by the Rehabilitation of Offenders Act 1974.

Health

Are you currently under the care of any healthcare professional?

Yes

No

How many days off work due to sickness have you had during the past 12 months?

Is there anything we need to know about your health in order to offer you a fair selection interview, or which you think might affect your ability to carry out the duties of the post?

Driving Licence

Do you hold a full UK drivers licence

Yes

No

Have you had any motoring convictions?

Yes Please give details below

No

Personal Statement

Please give details of your knowledge, skills, experience and any other information that you consider relevant to support your application for this position. The information you provide in this section will be taken into account during the selection process. (Please continue on additional sheet if necessary).

References

Please give the name and address of two persons from whom we may seek a reference. We request that one referee must be your present or last employer (if applicable). All offers of employment are subject to satisfactory references being obtained. It is our policy to request references before an offer of employment will be made.

Referee 1 – Personal/Professional Reference (please delete as appropriate)

Name

Position

Address

Postcode

Contact Number

Referee 2 – Personal/Professional Reference (please delete as appropriate)

Name

Position

Address

Postcode

Contact Number