**Please use black ink and BLOCK LETTERS.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (Home): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone (Mobile): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **QUALIFICATIONS AND/OR TRAINING AND/OR APPRENTICESHIPS****(Only enter those qualifications and/or training and/or apprenticeships necessary or relevant to the job)** |
| Qualification and/or Training and/or Apprenticeships | Subject | Date Gained |
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**PRESENT EMPLOYMENT**

Name and Address of Present Employer Date Employment Commenced

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Job Title Notice Required Current Salary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of duties:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PREVIOUS EMPLOYMENT**

Please list **all** your previous employment, detailing any gaps between employments with reasons (Continue on separate sheet if necessary).

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| **From** | **To** | **Name of Employer** | **Job Title** | **Reason for leaving** |
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| **RELEVANT, EXPERIENCE AND ABILITIES** |
| **Please detail all relevant experience and abilities relevant to the post.** |

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| **REFERENCES**Please give details of two referees. One must be your present or most recent employer. References will only be taken up for short listed candidates.Testimonials or references from friends or relatives are not acceptable.Please indicate if we can take up references when you are short listed for interview YES / NO |
| **Name:****Position:****Organisation:****Address:****Tel.** | **Name:****Position:****Organisation:****Address:****Tel.** |

**ENTITLEMENT TO WORK IN THE UK**

If you are successful in obtaining employment with the Company you will be required to provide evidence of your entitlement to work in the United Kingdom.

**DISABILITY**

The Company welcomes applications from applicants who self-assess themselves as having a disability and guarantees an interview to those individuals who meet the essential criteria for the job. To help you, a disability is defined as a physical (e.g. mobility difficulties hearing or sight impairments) or mental impairment (e.g. learning disabilities), which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability? YES ❑ NO ❑

If **yes**, what, if any, type of aids, adaptations, equipment or special arrangements, would you require, to attend an interview (e.g. Interpreter for the Deaf)?

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**REHABILITATION OF OFFENDERS ACT 1974**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended applies to some posts within the Company. If selected for interview you may be required to complete a Criminal Convictions Declaration Form. In addition successful applicants for specific posts within the company, identified under the above legislation, which have been included under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, will require to submit a Disclosure Application, (Police Check), the results of which might impact on your suitability to work in a particular job.

**ABSENCE MANAGEMENT**

The Company recognises its responsibility for the health, safety and welfare of its employees; however, it is also essential that the Company identify health problems at an early stage to allow it to respond effectively to actual and potential problems with service delivery. Therefore, all employees are expected to maintain an acceptable level of attendance and each service has a target attendance level - details of which will be discussed if you are appointed.

**DECLARATION (please read carefully)**

**I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DISCLAIMER (please read carefully)**

The Company is a Data Controller in terms of the Data Protection Act 1998 and you have the right to ask for a copy of the information held by us in our records in return for payment of a small fee. You also have the right to require us to correct any inaccuracies in your information.

If you are successful in your application, the Company will use the information you have provided on this form and any other attachments for personnel administration, learning, discipline, absence management, career development, statistical and payroll purposes. If you are not offered the job, all documentation related to your application for employment will normally be confidentially destroyed after a period of six months.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_