

APPLICATION FOR EMPLOYMENT (DBS CHECK REQUIRED)

Position applied for:	
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PERSONAL DETAILS

Forename:	Surname:
Full address (including post code):	Email address:
	Home telephone number:
	Mobile telephone number:
Current driving licence: YES / NO	Details of current driving endorsements:
Use of car / motorcycle: YES / NO	
Where did you hear about this position?	

EMPLOYMENT HISTORY

Please provide information about your employment history. Please start with your current or most recent employer.

Date (from – to):	Employer's name and address:	Job title and brief summary of responsibilities:	Reason for leaving:

EDUCATION

Please provide information about your education. Please show your most recent qualification(s) first.

Date (from – to):	Secondary School / College/University attended:	Qualification	Result

SUPPORTING INFORMATION

Please provide us with any additional details you feel are relevant to support your application. This may include additional skills, knowledge or experience not mentioned in the previous sections.

REASONABLE ADJUSTMENTS

Would you like us to make any specific arrangements to facilitate a fair interview due to a disability? For instance, do you need a wheelchair-accessible interview room?

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CRIMINAL CONVICTIONS

A relevant check with the Disclosure and Barring Service (or equivalent statutory agency) is required for this post. The disclosure may reveal convictions regarded as “spent” under the Rehabilitation of Offenders Act 1974. By signing this application form, you provide your approval for an appropriate check to be conducted. We require this at appointment and may do so periodically thereafter.

Do you have any criminal convictions? Yes No

If yes, please provide details of all convictions we are legally entitled to know about. You must include relevant youth offences, military offences or police cautions (unless excluded under the Home Office filtering system).

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OTHER INFORMATION

Do you have any holidays booked?	
Have you worked for us before? If yes, please tell us the role and dates.	

REFERENCES

Please provide the names and addresses of three referees to whom confidential enquiries may be made. One must be your current employer. If you are unemployed, we will accept your previous employer or teacher (where you have had no previous employment). We only take up references if you are offered the position.

Full name:	Full name:
Capacity in which known to you:	Capacity in which known to you:
Time known:	Time known:
Occupation:	Occupation:
Address:	Address:
Contact email:	Contact email:
Contact number:	Contact number:

Full name:
Capacity in which known to you:
Time known:
Occupation:
Address:
Contact email:
Contact number:

DATA PROTECTION

The information provided in the application form will be processed in accordance with current data protection regulations.

We may verify information you supply to obtain employment by consulting a third party or statutory agency at any time. We may provide information from your application to appropriate third parties (e.g. HMRC).

Where your application is unsuccessful this form and all supporting documents will be securely shredded six months from the date of your letter confirming you were unsuccessful.

RIGHT TO WORK IN THE UK

You will be required to provide the appropriate official documents to confirm your right to work in the UK if you are offered an interview.

Declaration

I authorise you to obtain references and see appropriate disclosures to support this application if I am offered this post. I will advise my chosen referees of your possible approach.

I consent to the processing of data supplied in this application form for the purpose of recruitment and selection.

I confirm that the above information is correct. I understand that providing false or misleading information to secure employment is misrepresentation. My application may be rejected or employment terminated in such circumstances.

Signature: Date: