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Please complete all sections of this application form and other documents clearly in

**CAPITAL LETTERS** and in **BLACK INK**.

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| **POSITION**  ***The contents of this form will be treated as confidential*** |

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| **Section 1 PERSONAL DETAILS** | | |
| **Surname:** | | **Forenames:** |
| **Mr/Mrs/Ms/Miss**  **(please circle title** | **Address:** | |
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|  | | |
| **Post Code:** | | **Telephone number:** |
| **Mobile No:** | | **Email address:** |
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| **Do you have a current driving licence?** YES NO | | |
| **If there are any endorsements on your driving licence, please give details below:** | | |
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| **Section 2 PLEASE TICK DOCUMENTS INCLUDED WITH THIS APPLICATION FORM** | |
| **Equal Opportunities Monitoring Form** | **Rehabilitation of Offenders Act 1974 & DBS Declaration** |

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| **Section 3 HOW DID YOU LEARN OF THIS VACANCY?**  For recruitment monitoring purposes. |
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| **Section 4** | |
| Do you have any restrictions on your right to work or remain in the UK?  YES  NO   Under Section 8 of the Immigration Act we are required to check all employees are eligible to work within the UK. Please confirm that, if you are offered a position, which of the following documents you would be prepared to supply and allow us to make a copy of:  **(Please indicate with a tick)** | |
| UK or EEU Birth Certificate which **must** include name of parents |  |
| Registration or Naturalisation Certificate |  |
| Work Permit issued by Work Permits UK |  |
| Home Office issued letter indicating permission for indefinite stay in the UK with no  restrictions |  |
| P45/P60 from previous Employer |  |
| National Insurance Card |  |
| UK Residence Permit from a EEAA state or Switzerland |  |
| Home Office Application Registration Card permitting employment |  |
| Passport |  |
| **Note: EEAA** = European Economic Area Agreement | |

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| **Section 5 REASONABLE ADJUSTMENTS** |
| **If called to interview are there any adjustments that are required?**  YES  NO  |
| Please detail below the adjustments that are required and their purpose. **This is not used as part of the selection process.** |
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|  | **Section 6 EDUCATION HISTORY** | | | | | |
|  | **School / College /**  **University attended** | **Date in education**  **From – To** | | | **Qualifications gained** | |
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|  | **Section 7 CURRENT EMPLOYMENT** | | | | | |
|  | **Name & address of employer** | | **Job title** | | | **Why do you want to leave?** |
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|  | **Current duties and responsibilities:** | | | | | |
|  | **Notice period required with current employer:** | | | | | |

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| **SECTION 8 EMPLOYMENT HISTORY**  Please list all employment, explaining any gaps between posts since you finished full time education, (beginning with your most recent employer.) Please continue on a separate sheet if necessary. | | | | |
| **Date From - To** | | **Name & address of employer** | **Job title** | **Reason for leaving** |
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| **SECTION 9 PERSON SPECIFICATION**  Please detail here how you meet the requirements of the person specification, particularly how you feel you can demonstrate the values of our organisation, and your reasons for applying for this position.  This is the part of the application form where you can bring to our attention any qualities you believe we should be aware of. Please continue on a separate sheet if necessary. |
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| **SECTION 10**  **Employment References (Please give the contact details of two professional references. One must be your last employer** |
| **Name:** **Name:**  **Position**: **Position**  **Address:** **Address:**  **Email:** **Email:**  **Tel**: **Tel:** |

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| **SECTION 11 DECLARATION**  (Please read this carefully before signing the application) | |
| I agree that any offer of employment is subject to satisfactory references, DBS, and a probationary period.  I confirm that the information supplied by me on this form and all documents required, with this application are complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. | |
| **Signed:** | **Dated**: |