

Code	EF.001
Title	Employment Application form
Status	Active
Prepared by	Stuart Hanson
Approved by	Dorian Roberto Ramirez Sosa
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Date of next review	01.06.22
Contact Officer	Stuart Hanson
Distribution Status	Controlled



APPLICATION FORM

Application for the post of _____

Please complete and post this form to _____,

Completed application forms must be returned by _____

Please write or type clearly using black pen, in order that this form can be photocopied.

Where did you hear about this vacancy?

NAME: _____

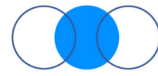
ADDRESS: _____

PHONE NUMBER (daytime): _____

PHONE NUMBER (evening): _____

1. Please provide the names, organisations, job titles, addresses and phone numbers of three referees. At least one should be your current or most recent employer.

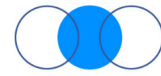
Please indicate the capacity in which you know referees.		
1	2	3



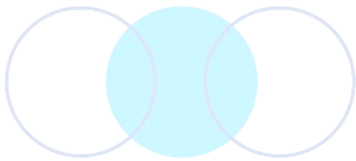
- 2. May we approach referee 1 for a reference now? **YES/NO**
- 3. May we approach referee 2 for a reference now? **YES/NO**
- 4. May we approach referee 3 for reference now? **YES/NO**
- 5. Beginning with your current or most recent employer and working backwards in chronological order, please give details of your career to date.

Dates		Name and address of employer	Job title and summary of duties	Reason for leaving
From	To			

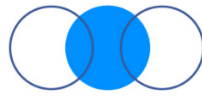
Dates		Place of study	Qualifications attained
From	To		



6. Membership of Professional Bodies (if applicable)
7. Do you possess a car? **YES/NO**
8. Do you possess a full driving license? **YES/NO**
9. Please give your reasons for applying for this post. You should outline your interest in the post and describe your relevant skills and experience. You should also use this space to tell us anything not covered elsewhere, which you feel is relevant. Please check the job description and person specification before completing this section. You may use up to two sides of A4 but should not feel obliged to fill the space.



Employment Application Form	EF.001	Version 1.2
Prepared by: Stuart Hanson	Approved by: Dorian Ramírez Sosa	Page 4 of 5



10. Rehabilitation of Offenders Act

Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become 'spent'. [However, this post is **exempt** from the above Act, therefore, **ALL** convictions and any cautions or bind-overs must be declared and cannot be regarded as 'spent'.]

11. Have you ever been convicted of a criminal offence? Yes / No

12. Do you have any criminal charges or summonses pending against you? Yes / No

(Having a criminal record will not necessarily bar you from working with us.)

13. Disabled Applicants

If invited to interview, are there any special arrangements that you would like to be made for you?

I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate. I agree to the information being processed in accordance with the Data Protection Act.

Signed: _____

Dated: _____

Employment Application Form	EF.001	Version 1.2
Prepared by: Stuart Hanson	Approved by: Dorian Ramírez Sosa	Page 5 of 5