**JOB APPLICATION FORM**

| **Personal details** |
| --- |
| Title (Mr, Mrs, Miss, Ms etc): |  |
| Name: |  |
| Date of birth: |  |
| Address: |  |
| Postcode: |  |
| Telephone number (home): |  |
| Telephone number (mobile): |  |
| Email address: |  |
| Do you have a clean driving licence? |  |
| **Right to work in the UK** |
| It a criminal offence for us to employ someone who is not entitled to work in the UK. If shortlisted, you must produce relevant documentation to prove your right to work in the UK.  |
| Do you need a work permit or are there any restrictions upon your right to work in the UK?  |  |
| **Educational achievements** |
| Please provide details of all qualifications from school, college or university or any other relevant training courses you have attended. |
| **Qualification & grade:** | **When and where it was obtained:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Professional qualifications/memberships** |
| Please provide details of any qualifications or memberships to professional organisations/bodies relevant to the position you have applied for e.g. first aid training. |
| **Qualification /membership:** | **When and where it was awarded:** |
|  |  |
|  |  |
|  |  |
| **Employment history** |
| Please provide us with information about any jobs (or voluntary positions) you have held. **Start with your current (or most recent) job** and work backwards. Tell us about the kinds of work you did, any responsibilities you had and give us contact details for your employer. Please continue in the additional information box if necessary. |
| **Dates**  | **Job title, duties and reason for leaving** | **Employer’s name/address**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Current Salary:**  |  |
| **Please explain any gaps in your employment history:** |
|  |
| **Do you have any other relevant skills or experience?** |
|  |
| **Statement in support of your application** |
| Please state why you believe you are a suitable candidate for this post by explaining how you meet its requirements and the experience which you have that is relevant.  |
|  |
| **References** |
| If you are successful in your job application, you will be asked to provide us with the details of two referees. Unless this is your first job, at least one should be your current employer. Referees should not be relatives, but could be a school/college tutor or other professional person. Any job offer will be made subject to satisfactory references being obtained. ***We will not contact referees before consulting with you first.*** Please note that online searches may be done as part of pre-recruitment checks. |
| **Referee 1** | **Referee 2** |
| **Name:** |  | **Name:** |  |
| **Address:** |  | **Address:** |  |
| **Tel No:** |  | **Tel No:**  |  |
| **How they know you:** |  | **How they know you:**  |  |
| **Email Address:**  |  | **Email Address:**  |  |
| **Your criminal record** |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide). |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)? |  |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (Y/N)?” |  |
| **Our commitment to equality and diversity** |
| We are committed to treating all our job applicants fairly and with respect, irrespective of their actual (or assumed) race, sex, age, sexual orientation, religion or belief, disability or any other protected characteristic. The information you provide us for the purposes of equal opportunities monitoring is not part of the selection criteria and will not be considered in selecting the successful candidate.We make reasonable adjustments to our selection processes for candidates who indicate that, owing to a disability (including non-visible disabilities e.g. Dyslexia), our recruitment arrangements might otherwise disadvantage them - please let us know if you think this applies to you. |
| **Data privacy** |
| The information which you give on your application form will be collected and processed in accordance with the Data Protection Act 2018 and the retained UK General Data Protection Regulation (UK GDPR) to enable us to process your application and create an electronic and paper record of it. Your information will be kept securely, for no longer than necessary and will not be passed onto a third party unless required by law.  |
| **Declaration** |
| I declare that the information given on this application form is, to my knowledge, true. I understand that if it is subsequently discovered that any statement is false or misleading, my offer of employment may be withdrawn, or I may be dismissed from my employment without notice.  |
| Signed: |  | Dated: |  |