

# CONFIDENTIAL APPLICATION FOR EMPLOYMENT

## Section 1 – Personal Details

Surname:	Forename(s):
Address:	Telephone: Day: _____ Mobile: _____ Evening: _____
Post Code:	Email Address: _____

## Section 2 – Employment Details

Position applied for:
If offered this position, will you work in any other capacity?
What date will you be available to start work?

## Section 3 – General Information

Do you hold a current Driving Licence?	Yes	No
If yes, please list any penalty points:		
Please note any criminal convictions except those 'spent' under the Rehabilitation Of Offenders Act. If you have none please state 'None'.		

### Section 4 – Work History

Name & Address of Employer:	Name & Address of Employer:
Telephone:	Telephone:
Starting/Leaving Dates:	Starting/Leaving Dates:
Salary:	Salary:
Job Title:	Job Title:
Duties/Responsibilities:	Duties/Responsibilities:
Reason for Leaving	Reason for Leaving
Name & Address of Employer:	Name & Address of Employer:
Telephone:	Telephone:
Starting/Leaving Dates:	Starting/Leaving Dates:
Salary:	Salary:
Job Title:	Job Title:
Duties/Responsibilities:	Duties/Responsibilities:
Reason for Leaving	Reason for Leaving

If required, you may add additional information using A4 white paper and black ink.

Have you ever worked for this Company before?	Yes	No
If yes, please give details including dates:		

## Section 5 – Education

School/College/University	Qualifications (Subjects and Results)	Date Qualification awarded

Please state any other training you have attended relevant to the position you have applied for:

List your current membership of the professional body/institute to which you may belong/subscribe:

Do you speak or read a foreign language? If yes, please give details:

## Section 6 – Supporting Information

Please include any skills and experience you have acquired that can support this application whether within the working environment or outside.

**Section 7 - References**

Please give the details of two people to whom we may contact for references (one of which should be your last or current employer. If you do not want us to contact them unless we offer you the position, please tick the box.

Name:	Name:
Position:	Position:
Name of Company:	Name of Company:
Address:	Address:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
Length of Time Known:	Length of Time Known:

**Declaration**

It is understood and agreed that any misrepresentation by me on this application form will be sufficient cause for cancellation of this application and/or termination from the employer's service if I am employed.

I give the employer the right to investigate all of the references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

Applicant's Signature ..... Date / /

# APPLICATION FORMS – GUIDANCE NOTES

Please read the following notes to help you fill in the form correctly. The following headings correspond to some of the appropriate sections of the application form:

**Employment Details:** The full job title should be completed, and indicate the earliest date on which you could start work for us if the job is offered to you.

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**General Information:**

Let us know if you hold a current driving licence and also if there are any current penalty points.

Employers are required to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Criminal Records Bureau.

If the post for which you are applying requires a Criminal Records Bureau check, you must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

If the post for which you are applying does not require a Criminal Records Bureau check, you are still required to answer this question but you do NOT need to disclose convictions which under the Rehabilitation of Offenders Act 1974 are considered as 'spent'.

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**Work History:**

Starting with your last employer, list all employers you have worked for, providing the job title, starting / leaving dates, salary and the reason you left. If relevant include any voluntary work.

Give only a brief concise outline of your duties and responsibilities, perhaps using bullet points.

This information may be used to assess whether you meet the experience requirement for the vacancy.

List your formal qualifications, including grades where appropriate, where they were obtained and when awarded.

Please detail the organising body and the details of any training you have attended.

List your current membership of the professional body/ institute/s to which you may belong/subscribe.

This information may be necessary for us to assess whether you are fully qualified for the vacancy. Please make sure nothing has been omitted.

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**Supporting Information:** This section is probably the most important part of your application, as you have to make your case here for selection. Make sure you complete this in a concise, well organised and positive way. Do not repeat your career history; refer only to the relevant parts.

In considering your experience, reflect on all your previous work. Consider other relevant experience outside work, such as any community, voluntary or leisure activity you have been involved in. Remember that unpaid work or work at home is often just as valuable as being in a paid job.

Express any relevant views on the requirements specified in the job description and person specification in support of your application.

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**References:** Please give details of two referees including your current or most recent employer. Note references will be taken up prior to interview unless otherwise requested.