**Staff Application Form**

**Position applied for:**

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**PERSONAL DETAILS**

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| Name:  | Title: |
| Address: |
| Home telephone number: |
| Work telephone number: |
| E-mail: |
| Do you hold a current full UK driving licence? □ Yes □ No |
| Do you need a work permit to work in the UK? □ Yes □ No |

**EDUCATION**

Please list your academic and professional qualifications. Give the most recent first. Please tell us about informal learning you have done on the last page of this form. Use a continuation sheet, if necessary.

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| **Name and address of Institution** | **Qualification and Results** | **Dates attended** |
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**TRAINING**

Please list any relevant short training courses with any qualifications gained (if applicable) for example Health and Safety Training.

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| --- | --- |
| **Title of course and dates attended** | **Qualification gained (if applicable)** |
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**EMPLOYMENT**

Please provide details of all jobs held including unpaid or voluntary work, starting with your current or most recent employer.

**Present Employer**

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| Name and address of your current employer: |
| Job Title and your main responsibilities: |
| When did you join? | How much notice is required? |
| What is your present rate of pay? |
| What is your reason for wishing to leave? |

**Previous Employment**

Please list all the positions you have held, beginning with the most recent. Use a continuation sheet if necessary.

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| **Employers name and address** | **Job Title and brief responsibilities**  | **Dates** | **Reason for leaving** |
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**GENERAL INFORMATION**

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| What is your reason for applying for this post? |

**SUPPORTING STATEMENT**

Please use this space to provide any additional information in support of your application. You may have gained valuable knowledge and skills from your experience at home, or in paid or voluntary work. Please use a continuation sheet, if necessary.

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**REFERENCES**

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| **1. Present or last employer** |
| Name: |
| Organisation Name: |
| Address: |
| Telephone number: |
| E-mail: |
| Relationship: |

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| **2. Professional or past employer** |
| Name: |
| Organisation Name: |
| Address: |
| Telephone number: |
| E-mail: |
| Relationship: |

We will only take up references on offer and acceptance of appointment. An offer of employment remains conditional pending receipt of two satisfactory references.

**CRIMINAL RECORD**

The nature of this post means that it is exempt from those provisions of the Rehabilitation of Offenders Act, 1974. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act and, in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the organisation. Our policy on the Recruitment of Ex-offenders is available upon request.

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| This information will be completely confidential and will only be considered in relation to your application.  |
| Do you have any criminal convictions? Yes □ No □  |
| Are there any current criminal proceedings against you? Yes □ No □  |
| If the answer to either of these questions is YES, please give details in a sealed envelope. |

I understand that the appointment, if offered, would be subject to the information given on this form being true. I also understand that it will be subject to a Criminal Records Bureau Enhanced check for offences against children and vulnerable adults, for which I give my consent.

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| Signature: | Date: |