



# APPLICATION FOR EMPLOYMENT

## PERSONAL DETAILS

Surname:	Title:	First Name:
Home Address:	Home Tel No:	
Postcode:	Daytime Tel No:	
	Email:	

## APPLICATION DETAILS

Position Applied for:	
Where did you learn of this vacancy?	
Date available to commence work:	
Have you previously been employed by us?	Yes / No

**EMPLOYMENT – List below your present and past employment, starting with the most recent**

Name of Current Employer:	From:	To:	Salary:
Address:	Job Title:		
	Responsibilities and brief description of the position:		
Telephone:			
Reason for leaving:			
Notice required to Current Employer:	National Insurance Number:		

Name of Previous Employer(1):	From:	To:	Salary:
Address:	Job Title:		
	Responsibilities and brief description of the position:		
Telephone:			
Reason for leaving:			

Name of Previous Employer(2):	From:	To:	Salary:
Address:	Job Title:		
	Responsibilities and brief description of the position:		
Telephone:			
Reason for leaving:			

Name of Previous Employer(3):	From:	To:	Salary:
Address:	Job Title:		
	Responsibilities and brief description of the position:		
Telephone:			
Reason for leaving:			
<b>PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY</b>			

Have you ever been dismissed by an employer?	Yes / No
If you have answered <b>YES</b> to this question, <b>please give details on a separate sheet</b>	

## QUALIFICATIONS AND TRAINING

QUALIFICATIONS (including GCSE's, A'Levels and computer experience)	Year Taken	Results

**PLEASE NOTE: You will be asked to provide original proof of relevant qualifications, if you are interviewed**

TRAINING – please list courses which are relevant to this position	Dates	Organising body

## PERSONAL STATEMENT

**Please comment on how your knowledge/skills/experience will allow you to perform the duties of this job (please read the Person Specification).**

**IF YOU DO NOT COMPLETE THIS SECTION, YOUR APPLICATION FORM MAY NOT BE CONSIDERED**

**Please use additional A4 sheets** to give any further information, which you think may assist us in considering your application form

## REFERENCES

Please provide names addresses and occupations of two referees (not relatives), preferably previous employers whom we may approach with regard to your application.

Name:	_____	Name:	_____
Address:	_____	Address:	_____
	_____		_____
	_____		_____
Email Address:	_____	Email Address:	_____
Telephone No:	_____	Telephone No:	_____
Occupation:	_____	Occupation:	_____

CAN WE CONTACT YOUR PRESENT / MOST RECENT EMPLOYER FOR REFERENCES STRAIGHT AWAY?

YES / NO

IF NO, WHEN MAY WE DO SO?

## DRIVING LICENCE REQUIREMENTS

Do you hold a current driving licence?

Yes / No

Please give details of any driving offences currently under endorsement:

## RESIDENCY

Are you legally eligible for employment in the UK?

Yes / No

Do you require a work permit to work in the UK?

Yes / No

### NOTE:

To comply with the Asylum & Immigration Act 2006, if you are invited to attend an interview, you must bring with you evidence of your eligibility to work in the UK, preferably your passport (if you are a non-UK resident) or a document which includes your National Insurance Number, such as a P45, P46, P60 or a pay slip. No offer of employment will be made unless such evidence has been produced.

## CRIMINAL CONVICTIONS/CAUTIONS

A check as to the existence and content of a criminal record may be requested after a person has been selected for appointment to this post. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

You are therefore asked to sign the statement below to confirm your agreement, if you are selected for the appointment, to a check being made on any criminal record applicable to you.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders 1974 (Exception) (Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for, is included in that list.

**PLEASE GIVE DETAILS OF *ALL* CONVICTIONS, CAUTIONS, REPRIMANDS or WARNINGS (whether spent or not):**

## DISCLOSURE AND BARRING SERVICE

The Disclosure and Barring Service, an executive agency of the Home Office, helps employers check records which were previously held by the police, the Department of Health and the Department for Education & Employment.

Different levels of Disclosure can be provided, according to the type of work applied for.

The job for which you have applied may necessitate a:

STANDARD DISCLOSURE	<input type="checkbox"/>
ENHANCED DISCLOSURE	<input type="checkbox"/>

### STANDARD DISCLOSURE:

These are for positions that involve regular contact with children or vulnerable adults. They contain details of all convictions, cautions, reprimands or warnings on record.

### ENHANCED DISCLOSURE:

These are for positions with greater contact with children or vulnerable adults, like social workers and doctors, for example. They involve an extra level of checking.

### ISA REGISTRATION:

Please note that it is a criminal offence for an individual, barred by the Independent Safeguarding Authority (ISA), to seek or undertake to work with children and vulnerable adults.

I declare that, to best of my knowledge and belief, the information given in this application is correct, and I consent to it being held on file under the terms of the Data Protection Act 1988.

I also consent, if I am selected for this appointment, to Acorns 2 Oaks Ltd carrying out appropriate checks with the Criminal Records Bureau.

Name (Please print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_