# A black background with grey text Description automatically generatedApplication for Employment

You must complete all sections of this form. Incomplete applications may not be considered.

Please give additional information to support your application in your covering letter.

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| --- | --- |
| Position applied for: |  |

## Your Details

|  |  |
| --- | --- |
| Full name: |  |
| National Insurance Number: |  |
| Email address: |  |
| Address: |  |
| Telephone number: |  |
| IMPORTANT  Under sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006, all applicants must provide Employers with evidence of their right to work in the UK.  Successful candidates will be asked to provide such information upon the offer of employment.  Additionally, prospective employees will be asked to complete a medical questionnaire. | |

## Your Current Employer

If you are not currently employed, please give details of your most recent employer, or client if self-employed.

|  |  |  |
| --- | --- | --- |
| Organisation name: |  | |
| Address: |  | |
| Job title: |  | |
| Employed from/to: |  |  |
| Current salary/wage: |  | |
| Duties and responsibilities: | | |
|  | | |
| For reference purposes, please supply the names, job titles and email addresses of two people – one of whom must be at your current or most recent employer.  (present employment references will only be requested if a position of employment is secured) | | |
| Reference 1: |  | |
| Reference 2: |  | |

## Past Employment

Please give details of your past employment and where duties and responsibilities demonstrate your suitability for the role advertised.

You may attach a CV to give further details, but please also complete this form as fully as possible.

|  |  |  |
| --- | --- | --- |
| Employer’s name: |  | |
| Employer’s address: |  | |
| Job title: |  | |
| Dates employed from/to: |  |  |
| Salary/wage: |  | |
| Your duties and responsibilities: |  | |

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| --- | --- | --- |
| Employer’s name: |  | |
| Employer’s address: |  | |
| Job title: |  | |
| Dates employed from/to: |  |  |
| Salary/wage: |  | |
| Your duties and responsibilities: |  | |

|  |  |  |
| --- | --- | --- |
| Employer’s name: |  | |
| Employer’s address: |  | |
| Job title: |  | |
| Dates employed from/to: |  |  |
| Salary/wage: |  | |
| Your duties and responsibilities: |  | |

|  |  |  |
| --- | --- | --- |
| Employer’s name: |  | |
| Employer’s address: |  | |
| Job title: |  | |
| Dates employed from/to: |  |  |
| Salary/wage: |  | |
| Your duties and responsibilities: |  | |

## Education and Training

Please provide details of any educational learning, training (internal or externally) which you have achieved (continue at the end of this document or attach a CV if necessary)

|  |  |
| --- | --- |
| Subject/course title | Grade (if applicable) |
|  |  |
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## Criminal Convictions

Do you have any unspent criminal or driving convictions? If so please state relevant information below.

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Please note any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

* Whether the conviction is relevant to the position applied for.
* The seriousness of any offence revealed.
* Your age at the time of the offence(s).
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstances surrounding the offence(s), and the explanation(s) provided.
* Whether your circumstances have changed since the offending behaviour.

## Declaration

I hereby declare that the information given is full and true to the best of my knowledge. I understand that if, at a later date, it is discovered that I have knowingly withheld or provided false information, disciplinary action may be taken against me, which may include dismissal.

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| --- | --- |
| Signed: |  |
| Name: |  |
| Date: |  |