**Employment Application Form**

**Private & Confidential**

Please note that CVs will not be accepted in place of this application form

*Please use black ink throughout this application*

|  |  |
| --- | --- |
| **Name:** |  |
| **Preferred name:** |  |
| **Pronouns:** |  |
| **Address:** |  |
| **Position applied for:** |  |
| **Daytime Tel No.:** |  |
| **Evening Tel No.:** |  |
| **Mobile number:** |  |
| **On which number would you prefer to be contacted?** |  |
| **Email address:** |  |

|  |  |
| --- | --- |
| **National Insurance Number (if known):** |  |
| Do you need a visa to take up this appointment? |  | Are you a UK or EU/EEA national? |  |

### **Do you have the right to work in the UK?**

Yes: [ ]  No: [ ]

If no, please provide details:

|  |
| --- |
|  |

# Employment

Please enter your previous employment details below. Start with your current/most recent job.

|  |  |
| --- | --- |
| **Name and Address of Employer** |  |
| **Dates of Employment**  |  | Salary |  | **Reason for leaving** |  |
| Job title and responsibilities |  |
| Notice Period |  |

|  |  |
| --- | --- |
| **Name and Address of Employer** |  |
| **Dates of Employment**  |  | Salary |  | **Reason for leaving** |  |
| Job title and responsibilities |  |

|  |  |
| --- | --- |
| **Name and Address of Employer** |  |
| **Dates of Employment**  |  | Salary |  | **Reason for leaving** |  |
| Job title and responsibilities |  |

*Repeat as appropriate*

# Education

Please list educational establishments attended, starting with the most recent.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates (from-to)** | **Name and address** | **Level** | **Subject** | **Grade** |
|  |  |  |  |  |

# Training courses

Please list training courses attended starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **Training course** | **Training provider**  | **Length of course** | **Dates attended** |
|  |  |  |  |

# Current Membership of Professional bodies (e.g. CIPD, NMC)

Please list any professional bodies you are a member or registered with:

|  |
| --- |
| **Memberships/Professional Bodies** |
|  |

# Other Employment

Please note any other employment that you would continue with if you were successful in obtaining the position:

|  |
| --- |
| **Other Employment** |
|  |

# Statement in support of your application

Referring to the enclosed Job Description/Person Specification, please describe below how your experience and personal qualities relate to each of the attributes listed.

When addressing each of the criteria, it is important that you demonstrate your skills, abilities, knowledge and experience with examples – we cannot make assumptions and simply stating that you can fulfil the criteria will not be considered enough information. Please answer in the space below but use a continuation sheet if necessary.

|  |
| --- |
|  |

# Personal

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| --- |
| **What do you consider are your greatest achievements? Please provide both Professional and Personal examples**. |
|  |

# References

|  |
| --- |
| List two referees. They will only be contacted after appointment. One must be your current/most recent employer. The second must be employment-related or academic if possible. |
| Reference One |  | Reference Two |  |
| Name |  | Name |  |
| Address |  | Address |  |
| Email |  | Email |  |
| Tel No |  | Tel No |  |
| Job title |  | Job title |  |
| Relationship |  | Relationship |  |

## **Do you foresee any issues that could prevent you from carrying out this role?**

Yes: [ ]  No: [ ]

If yes, please provide details:

|  |
| --- |
|  |

# Criminal Record

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances, employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure England.

# Data Protection

Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. A copy of the privacy notice is attached to this application form.

1. The Company will collect and process personal data relating to you in accordance with the employee privacy notice which is attached to this contract of employment.
2. During the course of your employment you are likely to process personal data relating to other employees, customers, suppliers, and sub-contractors. It is a condition of your employment that you must process any personal data in accordance with the Company’s data protection policy and all relevant data protection legislation including but not limited to the General Data Protection Regulation 2016/679 (UK GDPR), the Data Protection Act 2018, and the Privacy and Electronic Communications Regulations (PECR).
3. Failure to comply with the data protection policy or said data protection legislation may lead to the instigation of formal disciplinary proceedings and, where a breach of the policy is found to be significantly serious, this may be treated as gross misconduct and the eventual consequence of this may result in summary dismissal.

# Declaration (Please read carefully before signing this application)

1. I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure England for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

**Signed: Date:**

*(\*There is no need for a signature if you are submitting the form electronically)*