

Job Application Form

Before completing this form, please read the accompanying guidance notes.

Please complete all this form in type or black ink and use only the same size paper (A4) as continuation sheets.

Title of post applied for:	Full Time or Bank :
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Confidential

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname:		Initials:	
Former surnames if different:		Preferred Name or Title (Optional):	
Address: Town: Post Code		Tel No (home):	
		Tel No (mobile):	
		Nat. Insurance No:	
		E-Mail address:	
		DOB:	
Nationality:		If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.	
Do you need a work permit to be employed in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post.)	
Where did you learn of the post?			

2. EDUCATION AND PROFESSIONAL QUALIFICATIONS

(Original documents as proof of qualification will be required at interview, from age 11 onwards)

Secondary School	Start Date include Month	Examinations taken	Result
	End Date Include Month		
College / University	Start Date include Month	Examinations taken	Result
	End Date Include Month		

Professional Qualifications currently held: how obtained and grade:

Other relevant Educational or Training Courses:

3. PRESENT POST

Title of Post:		Salary/Grade:	
Name of Employer:		Business of Employer:	
Address:		Date Commenced:	
		Date Ended (if applicable):	
Town			
Post Code			
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):			
Reason for leaving or wishing to leave:			
Period of notice required to terminate present employment:			
Please notify us of any dates you are available for interview:			

4. EMPLOYMENT History

Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work and any work experience from leaving school (continue on a separate sheet as necessary) (Please use continuation sheet if necessary.)

Name & Address (include nature of business)	From / To (exact dates; day, month, year)	Position and Salary	Reason for leaving

4. Gaps in Employment:

Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include e.g. unemployment or voluntary work. Please state this information in chronological order. (please continue on a separate sheet if necessary)

From (exact dates)	To (exact dates)	Reason for break

5. Driving Licence

Do you hold a current Driving Licence? (select as applicable)	Yes / No
If YES, please state the type of licence you hold	
Do you have any current endorsements? (select as applicable)	Yes/No
If YES, please specify:	

6. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB:

7. OTHER INFORMATION

What activities outside work interest you? (State any positions held you consider relevant.)

Do you hold a current driving licence?

Yes No

Do you have access to a car?

Yes No

8. Disabilities

If selected for interview, do you require any special arrangements to be made on account of a disability?

Yes No

If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010:

9. REFERENCES

Please provide two references. One must be your present or last employer (where applicable) and another character reference. If you have not been employed previously, please provide academic and character references.

A job offer will not be made without 2 satisfactory references.

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the 'Previous Employment' section of this form.

For posts within Children's Residential Services, employment references will be automatically sought even if you have stated 'no' in the 'may we contact' boxes below.

Please contact us immediately if this is a cause for concern.

Referee 1

Referee 2

Title (Mr, Mrs etc):		Title (Mr, Mrs etc):	
Full Name:		Full Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
Town	Town	Town	Town
Tel No:		Tel No:	
E-mail address:		E-mail address:	
Please state if we may obtain this reference prior to interview.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please state if we may obtain this reference prior to interview.	<input type="checkbox"/> Yes <input type="checkbox"/> No

10. Warnings and Disciplinary Issues

Have you ever been dismissed, or have you ever resigned in the face of a dismissal or warning?	Yes / No
Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	Yes / No
If you have answered yes to any of the above questions, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	
I have attached details requested	Yes / No

11. Rehabilitation of Offenders Act 1974

You are required to declare any criminal convictions (including bind over and cautions) in accordance with the Rehabilitation of Offenders Act 1974. The post you have applied for carries exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed. All appointments are subject to an enhanced DBS check. N.B. Declaration of convictions will not necessarily bar you from employment.

Have you ever been convicted of a criminal offence?	Yes / No
Are there any alleged offences outstanding against you?	Yes / No
If YES to any of the above, please give details in a sealed envelope marked 'strictly confidential'. Failure to disclose any information relating to criminal convictions may disqualify your application or result in dismissal without notice.	

12. Declaration of Interests

Do you have any relationships with any person employed by or connected with The Homes?	Yes / No
If YES, please give full details (stating department and job title):	

13. DECLARATION

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.			
Signature:		Date:	
Name:			
The information provided by you on this form may be processed for purposes permitted by the General Data Protection Regulation. You have, on written request, the right of access to personal data held about you. The company treats personal data collected during the recruitment process in accordance with our Data Protection Policy.			

Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed below, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an 'x' in ONE of the areas below or by giving your own description in the space provided.

a. White	British	Irish	Gypsy/Romany	Other White background
b. Mixed	White & Black Caribbean	White & Black African	White & Asian	Other Mixed background
c. Black or Black British	Caribbean	African	Any other Black background	
d. Asian or Asian British	Indian	Pakistani	Bangladeshi	Other Asian background
e. Other ethnic Groups	Chinese	Other (Please specify)	_____	—

Religion

Please identify your religion by putting an 'x' in ONE of the boxes below.

Christian	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Other religion	
No religion	
Prefer not to say	