

Employment Application Form

For office use only:

Database	Interview	2 nd Interview	NAI letter	Offer
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Vacancy applied for: _____

Client group: _____

1. Personal Details

Surname _____ First Name _____

Address _____ Telephone Day _____
Evening _____
Mobile _____

Postcode _____

Do you hold a valid driving licence? Yes No Do you own your own vehicle? Yes No

2. Current Employment

Job Title _____ Start Date _____

Company _____ Notice Period _____

Address _____ Reason for Leaving _____

Postcode _____

Telephone _____ May we contact you on this No.? Yes No

Duties and Responsibilities: (If necessary, please continue on a separate sheet, ensuring your name is clearly marked.)

3. Previous Employment

Start with the most recent employer. Although **gaps in employment** will not in themselves be detrimental to your application, they **MUST be explained**. Give details of any unemployment, study, voluntary work etc.

Exact dates				Name & Address of employer and nature of business	Position held/Brief description of duties & Responsibilities	Clear explanation of your reason for Leaving
From		To				
M	Y	M	Y			

If necessary, please continue on a separate sheet. Please ensure your name is clearly marked.

4. Job Related Training and Professional Qualifications/Membership

Please list relevant job related training and any professional qualifications/Membership.

Details	Provider	Duration

5. Further Details

Please tell us how you meet the criteria as detailed in the enclosed information. Include any skills or experience that may have been gained through paid employment, voluntary work, community activities or through personal experience.

(If necessary, please continue on a separate sheet, ensuring your name is clearly marked. **ONLY 2 SIDES INC. THIS PAGE WILL BE CONSIDERED.**)

6. Education

Please give details of secondary, further and higher education qualifications. Please start with the most recent. (If necessary, please continue on a separate sheet, ensuring your name is clearly marked.)

Qualification gained or pending, and name of Subject	Grade

7. Health

Please state how many periods of absence you have had through ill-health in the last 12 months of employment?

No. of days _____ No. of separate periods of absence _____ Please give details _____

We have an obligation to ensure that you are both physically and mentally fit to perform your duties. We reserve the right to require a medical assessment prior to and periodically throughout employment.

Do you consider yourself to be fit for the work you have applied for? Yes No

Please give details of any medical or other reason that could affect your ability to undertake the duties and responsibilities of this appointment.

Please provide details of any special requirements or equipment that could assist you in the workplace.

8. Board Members and Employees

Please give details of any Board Members and/or Employees to whom you are related or known. If you fail to disclose such information you may be disqualified from consideration or, if appointed, liable for dismissal.

Name _____ Relationship _____

9. Rehabilitation of Offenders Act 1974

We only need to know about 'unspent' convictions. However, if the post is one that involves direct contact with children or vulnerable adults we need to know about **all** unspent or spent convictions. Following an offer of employment for posts of this kind, disclosures of convictions will be requested from the Criminal Records Bureau together with checking against the Protection of Vulnerable Adults (**POVA**) and Protection of Children Act Lists (**POCA**). Have you ever received a caution, conviction or been referred to the POVA/POCA lists:

No Yes If YES please give details, including date, court/list and nature of offence.

Date of last CRB disclosure:

10. References

Please give details of **two** referees, which must include your **Line Manager or HR** from your existing or last employer. If the role for which you are applying involves working with children or vulnerable adults, you must include a reference from your last employment in this field. If you have not worked for two employers, acceptable references are those from people of a professional status who have known you for at least two years, for example Head Teacher. No appointment will be made without receipt of satisfactory references. Please indicate if we can take up references immediately prior to offer of employment and how the referee is known to you e.g. current Line Manager. We reserve the right to request additional references when an applicant's suitability for the post requires further assessment. **References from colleagues, family or friends are not acceptable.**

Name:	Name:
Job Title:	Job Title:
Company/School etc:	Company/School etc:
Address:	Address:
	Postcode:
Telephone No.:	Telephone No.:
Contact prior to offer? Yes <input type="checkbox"/> No <input type="checkbox"/>	Contact prior to offer? Yes <input type="checkbox"/> No <input type="checkbox"/>

11. Declaration

I declare that the information provided in this form is complete and accurate and I understand that any false statement on this form will disqualify my application and may lead to my dismissal if employed.

When you sign and return this form you are giving us permission to process and hold the information or data that you have supplied or referred to, including any information that you may consider to be sensitive or personal.

This information will be held on your personal file if you are appointed.

Signed _____ Date _____

Upon completion, please return to: Human Resources Department, 18 Caldmore Green, Walsall, WS1 3RL.

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Recruitment Monitoring Form

This information will not be used during selection; it is for monitoring purposes only, and if appointed, for our personnel records.

Gender Male Female **Date of Birth** _____

Ethnic Origin – Do you consider yourself to be:

- | | | | |
|--------------------------------|--------------------------|----------------------------------|--------------------------|
| White: British | <input type="checkbox"/> | Asian/Asian British: Bangladeshi | <input type="checkbox"/> |
| White: Irish | <input type="checkbox"/> | Asian/Asian British: Other | <input type="checkbox"/> |
| White: Other | <input type="checkbox"/> | Black/Black British: Caribbean | <input type="checkbox"/> |
| Mixed: White & Caribbean | <input type="checkbox"/> | Black/Black British: African | <input type="checkbox"/> |
| Mixed: White & Black African | <input type="checkbox"/> | Black/Black British: Other | <input type="checkbox"/> |
| Mixed: White & Asian | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Mixed: Other | <input type="checkbox"/> | Not Known | <input type="checkbox"/> |
| Asian/Asian British: Indian | <input type="checkbox"/> | Other (please state) | |
| Asian/Asian British: Pakistani | <input type="checkbox"/> | _____ | |

Disability - *“Disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities, as indicated under the Disability Discrimination Act 1995 (DDA)”*

In line with the above statement, do you consider yourself to have a disability?

Yes No

If you are selected for interview are there any special arrangements we would need to make for you?

Yes No

Advert - Please specify where you saw this vacancy

- | | | | |
|----------------------|--------------------------|------------------------|--------------------------|
| • Paper | <input type="checkbox"/> | • Our website | <input type="checkbox"/> |
| Please specify _____ | | • Job Centre | <input type="checkbox"/> |
| • Other | <input type="checkbox"/> | • Professional Journal | <input type="checkbox"/> |
| Please specify _____ | | | |

Office use only: Applicant no. _____