



## Employment Application Form

|                              |  |
|------------------------------|--|
| <b>Position Applied for:</b> |  |
| <b>Your Full Name:</b>       |  |
| <b>Date:</b>                 |  |

## Your Details

|  |   |                                    |                      |
|--|---|------------------------------------|----------------------|
| <b>Door or Flat Number &amp; Name:</b> |   |                                    |                      |
| <b>Street:</b>                         |   |                                    |                      |
| <b>Town/City:</b>                      |   |                                    |                      |
| <b>County:</b>                         |   |                                    |                      |
| <b>Post Code:</b>                      |   |                                    |                      |
| <b>Home Telephone:</b>                 |   |                                    |                      |
| <b>Work Telephone:</b>                 |   | <b>May we contact you at work?</b> | <b>Yes:      No:</b> |
| <b>Mobile:</b>                         |   |                                    |                      |
| <b>Date of Birth:</b>                  |   |                                    |                      |
| <b>Do you have a disability?</b>       | <b>Yes:</b>   | <b>No:</b>                         |                      |
| <b>If you answer 'Yes':</b>            | Please let us know as much as possible what adjustments will be required...   |                                    |                      |
| <b>Disabilities:</b>                   | We are an equal opportunities employer. If you have a disability it would help if you would state what type of adjustments to working arrangements (including arrangements for an interview, if selected) would assist you in overcoming any disadvantage that your disability might otherwise cause at work. |                                    |                      |

## Formal Education and Qualifications

| Name of Establishment and Location | Dates of Attendance |            | Qualification(s)                  |       |
|------------------------------------|---------------------|------------|-----------------------------------|-------|
|                                    | From (mm/yy)        | To (mm/yy) | (eg GCSEs, A Levels, NVQ, Degree) | Grade |
|                                    |                     |            |                                   |       |
|                                    |                     |            |                                   |       |
|                                    |                     |            |                                   |       |
|                                    |                     |            |                                   |       |
|                                    |                     |            |                                   |       |



## Additional Supporting Information

Give details of any supporting information which you would like to include in support of your application. Such information, for example, may include skills, achievements or details of unpaid/ charitable work which you think may be of interest, and/ or a summary of why you believe that you have the qualities we are looking for. Attach additional material if you wish, or continue on a separate page.

## Referees

References are normally taken up for candidates selected for interview. Give details of the names/addresses of two work-related Referees. One of the Referees should be your current employer, or if presently unemployed or self-employed, your last employer.

Name, Address and Post Code

Name, Address and Post Code

May we contact the above person now?

Relationship to you?

May we contact the above person now?

Relationship to you?

## Rehabilitation of Offenders Act

As a general rule, no-one need answer questions about spent convictions. However this general rule does not apply to specifies professions, employments and occupations. By virtue of the Rehabilitation of Offenders act 1974 (Exceptions) (Amendment) Orders, the exemption rule does not apply to:

any employment or other work which is concerned with the provision of health services and which is of such a kind as to enable the holder of that employment of the person engaged in that work to have access to persons in receipt of such services in the course of his normal duties, or any employment or other work which is concerned with the provision of care services to vulnerable adults and which is of such a kind to enable the holder of that employment or the person engaged in that work to have access to vulnerable adults in receipt of such services in the course of his normal duties

One or both of the above apply to work at the Company, and covers all occupations.

You are therefore requested to provide details of all convictions, including those which would otherwise be considered as "spent". All employment applications will be considered carefully, and the disclosure of a conviction does not imply that this employment application will be rejected.

Records will be checked via the Criminal Records Bureau procedures

I have no convictions  I have convictions  (Please ✓ as appropriate)

(To protect the confidentiality of this information, please detail convictions on a separate sheet of paper, with your name clearly visible, and headed "Private and Confidential – Criminal Convictions". Place it in a sealed envelope and attach this to your completed Application Form)

## Criminal Records – Disclosure Certificate

The Criminal Records Bureau (CRB) have issued a Code of Practice regarding Disclosure Information, a copy of which is available upon request. A Disclosure Certificate (standard or enhanced) will be requested from the CRB which will detail all convictions, including those which would otherwise be "spent", as well as details of cautions, reprimands or final warnings. You will be advised of the type of certificate being requested, and asked to give your approval to this application. The Disclosure Certificate will only be requested in the event that you are successful in your application for employment.

## Asylum and Immigration Act 1996

Under Section 8 of the Asylum and Immigration Act 1996 it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless:

That person has current and valid permission to be in the United Kingdom and that permission does not prevent him or her from taking the job in question; or

The person comes into a category specified by the Home Secretary where such employment is allowed

Any employment offered will be subject to the successful applicant producing appropriate evidence that the Asylum and Immigration Act is not being contravened. Applicants will be asked to furnish one original document from a list which will be supplied.

Are you eligible to work in the UK? Yes  No  Please ✓ as appropriate

## Personal Declaration

I declare that to the best of my knowledge the above information, and that submitted in any accompanying documents, is correct, and I give permission for any enquiries that need to be made to confirm such matters as qualifications, experience and dates of employment, and for the release by other people or organisations of such information as may be necessary for that purpose.

I give permission for the processing of the personal data contained in this form for employment purposes and I understand that any false or misleading information could result in my dismissal

Signed: \_\_\_\_\_

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

## Data Protection Statement

The personal information collected on this form, and on the attachments, (which includes the collection of sensitive personal data) are collected for the purposes of recruitment, personnel administration (for new employees) and monitoring. Unless you direct otherwise (for example in a situation where you would like this Application kept on file for future vacancies) the Application Forms (and attachments) of unsuccessful applicants will be destroyed after 6 months. It is the policy of the Company to protect, and keep secure, all personal data collected. All personal data is processed to the purposes of recruitment, and, in the case of successful Applicants, for the satisfactory administration of their employment with the Company, and for no other purpose.