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**APPLICATION FOR EMPLOYMENT**

# PRIVATE AND CONFIDENTIAL

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| --- | --- |
| Position applied for: |  |
|  |
| **A. PERSONAL PARTICULARS** |
|  |
| Full Name: Mr/Ms/Mrs/Miss |
| Address: | Telephone Number: |
|  | Home: |
|  |  |
|  | Mobile: |
|  |  |
|  | Business: |
|  |  | (Tick box if you do not want to be contacted at work). |[ ]   |
|  |  |
|  | Email: |  |
|  |  |
| N.I. Number: |  |  |
|  |  |
|  |
| **B. EDUCATION AND QUALIFICATIONS** |
|  |  |  |  |  |  |
|  QUALIFICATIONS: Please give details of examinations attempted and results (including any examinations failed). |
|  |
| Name(s) and Address(es) | Dates | Subject/Courses | Examination Result/ |
| of School(s)/College(s) |  |  | Studied & Level | Grade  |
|  | From | To |  |  |

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|  FURTHER AND HIGHER EDUCATION: Please give details of all further and higher education since leaving school  |
|  including training courses and details of qualifications. |
|  |
| University/College/ | Dates | Subjects Studied/ | Qualifications |
| Institute Attended |  |  | Type of Training | Obtained |
|  | From | To |  |  |
|  |  |  |  |  |
| PROFESSIONAL ASSOCIATIONS: Please state whether you are a member of any technical or professional association, and if so, which: |

**C. EMPLOYMENT HISTORY**

 Please list in reverse order all the organisations for which you have worked during the last 20 years:

|  |  |  |  |
| --- | --- | --- | --- |
| Name(s) and Address(es) | Dates | Position Held/ | Reason for |
| of Employer(s) | From | To | Main Duties | Leaving |
|  |  |  |  |  |

**D. RELEVANT EXPERIENCE**

Please give details of your Christian story, spiritual/natural gifts, experience, skills or achievements which you feel may be relevant in your application for this post. (If handwritten, continue on separate sheet if necessary):

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**E. HEALTH**

|  |  |
| --- | --- |
| Are you in good health? If no, please give further informationIf no, please give further information.Have you ever suffered from any serious illness or had any major operation that would impact your ability to perform work of this nature.? | Yes [ ]  / No [ ]  |
| *(For the purposes of making reasonable adjustments in Employment)*  |  |

**F. SUPPLEMENTARY INFORMATION**

|  |  |
| --- | --- |
| Are you subject to any restraints in your current or future employment?If yes, please give further information: | Yes [ ]  / No [ ]  |
| Have you ever been convicted of a criminal offence (which is not a spent conviction under the Rehabilitation of Offenders Legislation): (All candidates must successfully pass a DBS check for Safeguarding purposes. You will be asked in the future for disclosure of ALL offences).If yes, please give further information: | Yes [ ]  / No [ ]  |
| How much notice are you required to give to leave your present employment? |  |
|  |  |
| Please list your interests, sports, hobbies, etc. |  |
| Do you have a current full driving licence? | Yes [ ]  / No [ ]  |
| Does your licence have any current endorsements?If yes, please give further information: | Yes [ ]  / No [ ]  |

## G. REFERENCES

 Please give the names and addresses of **two referees** who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these should normally be a previous employer).

 Can we approach your present/most recent employer? Yes [ ]  / No [ ]

|  |  |
| --- | --- |
|  Name, Position, Address and Telephone Number  | Name, Position, Address and Telephone Number |
|  |  |

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| --- |
| (Tick box if you do not wish your employer to be contacted before an offer of employment is made) [ ]  |

 **DECLARATION OF APPLICANT**

 I confirm that the above information is correct.

Signed: .......................................................……………....... Date: ......................................

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| --- | --- |
|  **FOR OFFICE USE ONLY** | **INTERVIEW RECORD** |

|  |  |
| --- | --- |
| Interviewed by: | Date: |
| Comments/Areas to Examine: |
|  |
| Decision: | Reject |  | Further Interview |  | Accept |  |  |
| (tick as applicable) |
|  |
|  |
| Interviewer’s report and reasons for decision: |
|  | Rejection letter sent: Yes/No |

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| **APPOINTMENT RECORD** (To be completed where there has been an offer of employment). |
| CONDITIONAL OFFER LETTER:Date sent:Response:Acceptance/Refusal/No reply | REQUESTS FOR REFERENCES:Date sent:Response:Good/Satisfactory/No Reply/ Suspect/Unsuitable |
|  | OTHER CONDITIONS:e.g. Leave to remain and work permit, Proof of Status, : |
| Starting Date: Starting Salary: | Job Title: |