

STHETIX

Application for Employment

Position applied for:	Part-time / Full-time (<i>delete as appropriate</i>)
Location:	
Date of Application:	
When would you be able to start?	
Where did you hear about this vacancy?	

Personal Details	
Surname/Family Name:	First Name(s):
Previous Surname(s):	Known as:
Current Address:	Contact Details:
	Landline:
	Mobile:
Postcode:	Email address:

Education and Training				
Please give details of any academic and vocational qualifications you have undertaken as well as relevant training. Including secondary, further and higher education. Continue on separate sheet of paper if required. Please be prepared to bring original certificates to interview.				
Qualification gained / pending	Grade/Level	Establishment school / college / university	Date achieved	Awarding body

Employment History

Please give details of all your previous employment. This should include paid and unpaid employment, work experience and placements. Exact dates of employment must be given. If different posts with the same employer include them separately.

Please indicate reasons for any substantial gaps in employment and full time study and continue on a separate sheet if necessary. Please start with your present employer. If you are not currently in employment please leave blank.

Present Employment

Job Title:

Employer's Name:

Employer's Address:

Postcode:

Date started:

Telephone No:

Notice Period if applicable:

May we contact on this number?
Yes / No (delete as appropriate)

Previous Employment

Employer	Job Role	Main tasks / responsibilities	Reason for Leaving	Employment start and end dates

Criminal Convictions and Cautions

Appointment to this post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level.

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state.

Right to work in UK

Do you need a work permit to work in the UK? Yes / No *(delete as appropriate)*

National Insurance Number:

If no NI number is available, do you have evidence of your entitlement to live and work in the UK? Yes / No

References

Please provide details of two referees from whom we may obtain both character and work experience references.

	REFEREE DETAILS (1)	REFEREE DETAILS (2)
Name:		
Job Title:		
Company:		
Address:		
Postcode:		
Telephone Number:		
Relationship to self:		

Personal experience and attributes

Referring to the person specification and job description for the role you are applying for, give reasons you consider yourself to be well-suited to the role in terms of personal attributes, work experience and qualifications. *Continue overleaf (if necessary)*

Continued from overleaf

Declaration (Please read this carefully before signing this application)

The information that you provide will be handled and processed in accordance with the Data Protection Act 1998. It may be used by the employer for business purposes including the prevention and detection of fraud as well as for HR purposes and administration. If you are appointed, this information will form part of your personnel record and will be treated as confidential and will not be disclosed to any unauthorised person.

- 1. I confirm that the above information 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 right the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.**
- 3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service 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: _____