**APPLICATION FORM** 

**ENHANCED DBS CERTIFICATE NEEDED**

You must ensure that you complete all sections of the application form and not leave any gaps. If you feel that you have further information, relevant to your application, which you would like us to know, please use a separate sheet of paper.

|  |
| --- |
| **Personal details**  |
| Position applied for |  |
| Name |  |  |
| Address |  |
| Postcode  | NI No  |
| Landline | Mobile  |

|  |
| --- |
| **Education** |
| Schools attended | Qualifications attained\* |
|  |  |
|  |  |
|  |  |
| Colleges/Universities attended | Qualifications attained\* |
|  |  |
|  |  |
|  |  |
| \*relevant to your work |  |

|  |  |
| --- | --- |
| **Training** | Qualifications attained\* |
| Course attended |  |
|  |  |
|  |  |
|  |  |
| \*relevant to your work |  |
| Please give details of any membership of any technical or professional bodies: |
|  |

|  |  |
| --- | --- |
| **Employment history** | Beginning with your most recent employment please provide details of your previous employment history. |
| From  | Employers name:  |
| To dd | Job title:  |
|  | Duties:  |
| Reason for leaving:  |

|  |  |
| --- | --- |
| **Employment history** | Beginning with your most recent employment please provide details of your previous employment history. |
| From  | Employers name:  |
| To  | Job title:  |
|  | Duties:  |
| Reason for leaving:  |

|  |  |
| --- | --- |
| **Employment history** | Beginning with your most recent employment please provide details of your previous employment history. |
| From dd/mm/  | Employers name: |
| To dd/mm/yy | Job title: |
|  | Duties: |
| Reason for leaving: |

Further comments

If you are currently employed, how much notice do you need to give your employer in order to terminate your employment?

|  |
| --- |
| **Tell us a little more about yourself. What are your hobbies and interests?** |
|   |

|  |
| --- |
| **Suitability - Why have you applied for this job and why do you feel you would be the preferred candidate?**  |
|  |

**References**

Please supply two references, preferably from your last two employers. If you do not have two previous employers then you may provide personal references but they must not be from family or close friends.

|  |  |
| --- | --- |
| Company name:  |  |
| Address : |  |
| Post code: |  |
| Referee’s name  |  |
| Referee’s email:  |  |
|  |  |
| Company name:  |  |
| Address : |  |
| Post code: |  |
| Referee’s name  |  |
| Referee’s email: |  |



Are we able to approach the referees for a reference before an offer of employment is made?



**Criminal record**

This position is exempt from the Rehabilitation of Offenders Act 1974. Please provide details of any criminal convictions, except any which are ‘spent’.



I confirm that the above information supplied by me is a true, accurate and factual representation. I also declare that any CV submitted with this application is also a true, accurate and factual representation.

I understand that if I have lied or mislead you in any way, any offer of employment will be withdrawn or my employment terminated.

I am aware the details provided will be held in confidence by the Company to enable them to assess the application and to help monitor their recruitment and selection process in compliance with current Data Protection legislation.

Signed

Date

Please advise us if there are any special circumstances we may need to consider to enable you to attend an interview with us.

NB: The position is subject to the receipt of a satisfactory DBS Certificate. If an offer of employment is made and you are unable to provide us with a satisfactory certificate, after due consideration we may either withdraw our offer or terminate your employment.