**Application for Employment**

|  |  |
| --- | --- |
| **Position Applied for:** |  |

|  |  |
| --- | --- |
|  | **Personal Details** |
| **Name** | Title: |
| Name Forename(s): |
| Surname: |
| **Contact Information** | Address: |
| Post Code: |
| Email: |
| Tel No. (Home): |
| Tel No. (Mobile) |
| N.I Number: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Driving Licence** | | | |
|  | Yes / No: | | |
| Expiry Date: | | |
| Details of Endorsement: | | |
| **Are there any restrictions on you taking up Employment in the UK?** | | | |
|  | Yes:  No: | | |
| **Educations** | | | |
| Secondary Schools/College/University Name | | | Qualification Gained |
|  | | |  |
|  | | |  |
|  | | |  |

|  |  |
| --- | --- |
| **Employment History (please complete in full and use a separate sheet if necessary)** | |
| **Last/Current**  **Employment** | Name of Employer: |
| Address: |
| Dates of Employment: |
| Job Title: |
| Duties: |
| Rate of Pay: |
| Reason for Leaving: |
| Notice Period: |

|  |  |
| --- | --- |
| **Previous Employment**  **#2** | Name of Employer: |
| Address: |
| Dates of Employment: |
| Job Title: |
| Duties: |
| Rate of Pay: |
| Reason for Leaving: |

|  |  |
| --- | --- |
| **References (please note here two persons from whom we may obtain both character and work references)** | |
| **Reference #1** | Title: |
| Forename(s): |
| Surname: |
| Address: |
| Post Code: |
| Contact No. |
| May we approach the above prior to interview?  Yes  No |
| **Reference #2** | Title: |
| Forename(s): |
| Surname: |
| Address: |
| Post Code: |
| Contact No. |
| May we approach the above prior to interview?  Yes  No |

|  |  |  |
| --- | --- | --- |
| **Criminal Record** | | |
| Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974, if none, please state.  In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service. If results from DBS do not comply with our safeguarding and employment criteria, we withhold the right to retract any offer of employment or terminate the position. | | |
|  | | |
| **Data Protection** | | |
| 1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes. 2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation. Our data protection policy can be found on our website [www.podstelford.org](http://www.podstelford.org) 3. Your application and any subsequent interview information will be kept on file for a maximum of 6 months following the closing date. If you wish for them to not be retained, please inform Louise via email louise@podstelford.org | | |
| **Declaration (please read this carefully before signing this application)** | | |
| 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. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure. 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: |