

APPLICATION FOR EMPLOYMENT

Position Applied for:		
Where did you see this vacancy?		
PERSONAL DETAILS		
Title:	Forenames:	Surname:
Address:		E-mail Address:
Post Code:		
Home Tel. Number:		Mobile Number:
National Insurance Number:		Driving licence: <i>(Full, clean, UK)</i>

EDUCATION			
Secondary School, College/University	Subjects studied and completed	Examination result/level if applicable	Year Obtained

QUALIFICATIONS AND TRAINING/ONGOING PROFESSIONAL DEVELOPMENT

Name of Course/Training	Educational Establishment / Awarding Body	Examination Result or Level if applicable	Year Obtained

PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer:			
Address:	Job Title:		
Post Code:	Full or Part Time Role & number of hours per week:		
	Dates From / To:	Current Salary:	
Telephone:	Notice required / date available to start:		
Briefly describe your main duties and responsibilities:			
Reason for leaving:			

PREVIOUS EMPLOYMENT – please state whether in a full or part time capacity

Please start with the most recent, including any paid or unpaid voluntary work (please continue on a separate sheet if necessary).

Dates From / To	Name of Employer and Type of Business	Position Held and Main Duties & Full/Part time/ Number of Hours	Finish Salary	Reason for Leaving

Please give details and an explanation for any gaps in your employment history:

Please detail any other employment that you would continue with should your application be successful:

ADDITIONAL INFORMATION

If the answer is YES to any of the questions below, you are required to provide full details. Please continue on a separate sheet of paper if necessary headed with the vacancy title and your name.

Have you been absent from work in the past 12 months (excluding annual leave)? **YES** **NO**
If YES state number of days and reasons for absence:

Have you ever been subject to an internal investigation in respect of theft, fraud or assault? **YES** **NO**
If YES provide details:

Have you ever been dismissed for misconduct of any kind? **YES** **NO** *If YES provide details:*

Is your employment in the UK subject to any restrictions? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If YES provide details:</i>
Current Driving Licence: YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If YES provide details of any convictions or endorsements:</i>
Do you have any criminal convictions except those spent under the rehabilitation of offenders Act 1974? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If YES provide details:</i>
Do you have any pre-booked holidays? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If YES, state dates:</i>

SUPPORTING INFORMATION

Referring to the Job Description and Person Specification provided, please use this section to supply further information in support of your application. This needs to be related to the requirements of the job and should cover the experience, skills, knowledge and personal qualities which you consider make you suitable for the job and your reason for applying (maximum of 2 sides of A4).

--

Referring to the Job Description provided, please indicate any reasons why your current or future health might prevent you from carrying out any aspect of the role. If you anticipate that adjustments would need to be made to enable you to carry out any aspects of the job role, please indicate them below.

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and or / work-based exercise? **YES** **NO** *If YES please specify, (e.g. ground floor venue, sign language, interpreter, audio loop, etc)*

REFERENCES

Please give the names and addresses of 2 referees, one of whom must be your present or most recent employer or school/college if you were a student from whom we can obtain both character and work experience references. **Referees must not be related to you, or writing solely in the capacity of a friend.** Any offer of employment will be made subject to satisfactory references.

CURRENT OR MOST RECENT EMPLOYER		PREVIOUS EMPLOYER	
Name:		Name:	
Address:		Address:	
Telephone:		Telephone:	
Email Address:		Email Address:	
Occupation/ Relationship:		Occupation/ Relationship:	
May we contact before interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>	May we contact before interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>

DECLARATION

- I hereby give my consent to the Trust processing the data supplied on this application for the purpose of recruitment and selection.
- I hereby give my authority for the Trust to contact my own doctor for any further details of my state of health or require me to undergo a medical examination in the event of my appointment. I understand that should this not be satisfactory, the Trust may withdraw any offer made or terminate my employment.
- In signing this application and should I be successful, I agree to the Trust applying to the DBS for a basic or enhanced disclosure as necessary.
- I confirm that the above information is complete and correct and that any untrue or misleading information will give the Trust the right to withdraw or terminate any employment contract offered.

Signature:	Date:
------------	-------

Please email this form to Amy Ruewell, Trust Administrator: admin@sharphamtrust.org or post to Sharpham House, Ashprington, Totnes, TQ9 7UT.