

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

Please read carefully all instructions before completing this form. Please use **black or blue** ink, ball-point pen or type on the form. Please complete in full and return to the address listed at the end of this application form

POST APPLIED FOR: _____

Where did you see it advertised? _____

1. PERSONAL DETAILS

Family Name/Surname: _____ Mr/Mrs/Ms/Miss/Other _____

First Names _____ Other names: _____

Address: _____

_____ Post Code: _____

Date of Birth: _____ National Insurance Number: _____

Telephone Number (Day) _____ Evening: _____

Email address: _____

If appointed when could you start? (Give period of notice if applicable): _____

2. EMPLOYMENT HISTORY (please include details of vacation and/or voluntary work)

ALL PERIODS SINCE LEAVING SCHOOL MUST BE ACCOUNTED FOR

Please explain any breaks in employment

Current or most recent first

DATES FROM/TO (month/year)	JOB TITLE EMPLOYER'S NAME AND LOCATION	REASON FOR LEAVING	BRIEF DESCRIPTION OF DUTIES AND REPORTING RELATIONSHIPS

Previous Employment Details

If necessary continue on a separate sheet

DATES FROM/TO (month/year)	JOB TITLE EMPLOYER'S NAME AND ADDRESS	REASON FOR LEAVING	BRIEF DESCRIPTION OF DUTIES AND REPORTING RELATIONSHIPS & SALARY

3. EDUCATION AND QUALIFICATIONS

NB: If successful you may be asked to provide documentary evidence of qualifications listed below

Education (Since Age 14)

DATES MONTH/YEAR	NAME & LOCATION OF SCHOOL/COLLEGE/etc	EXAMINATIONS TAKEN STATE LEVEL & SUBJECTS	GRADE OBTAINED OR EXPECTED

Professional Qualifications

NAME OF PROFESSIONAL BODY	MEMBERSHIP GRADE & NUMBER	METHOD OF MEMBERSHIP (e.g. by examination/experience)	DATE

4. SHORT COURSE TRAINING

(Please list only short course training appropriate for the post you are applying for)

DATE	COURSE TITLE	DURATION

5. REFEREES

Please give names and addresses of two referees, one of whom should be your **current or most recent employer (or most relevant position to the job you are applying for)**.

School and college leavers should give the name of lecturers/tutors/heads of school as appropriate.

You should not give friends or relatives as referees.

NAME JOB TITLE (of your referee)	ORGANISATION AND ADDRESS	CONTACT DETAILS	CAPACITY IN WHICH YOU KNOW THE REFEREE
Referee 1:		EMAIL: PHONE NUMBER:	
Referee 2:		EMAIL: PHONE NUMBER:	

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IF YOU ARE SHORTLISTED, REFERENCES MIGHT BE TAKEN UP BEFORE INTERVIEW. IF YOU ARE NOT WILLING FOR YOUR PRESENT EMPLOYER TO BE CONTACTED AT THIS STAGE, PLEASE STATE IT BELOW.

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6. OTHER INFORMATION

a. Asylum and Immigration Act, 1996

Information about this law has been sent to you with this application form.

a) Are you able to produce one of the documents referred to on there? YES/NO

b) If you have answered NO please explain why you cannot do so

.....

c) Are you subject to any conditions relating to your employment in this country? YES/NO

d) If YES, please give details

.....

b. Rehabilitation of Offenders Act, 1974

This post is exempt under the provisions the Rehabilitation of Offenders Act, 1974 as it involves substantial access to children. You must therefore disclose all (or any) convictions, spent or otherwise, no matter when they occurred.

Have you any criminal convictions? YES/NO

If yes, you will be asked for details if short listed.

Any appointment will be made on the basis that the information provided by you is true and correct. Failure to disclose information may result in an offer of appointment being withdrawn, or in disciplinary action or dismissal at a later date.

NB: Appointment to this post is subject to a satisfactory Criminal Records Bureau Disclosure check.

c. Reasonable adjustments

I. Do you have any medical condition that we should be aware of?

.....

II. Would you require any specific adjustments for your interview?

.....

7. PERSONAL STATEMENT

Please provide any other information you consider relevant, including your reason for applying for the post and why you consider yourself to be suitable for the post.

Please look closely at the person specification and write a comment about how far you meet each requirement that you can illustrate with an example. You can also draw on experience you may have gained outside the work environment, e.g. managing a household or during leisure activities.

Please continue on a separate sheet if necessary.

8. DETAILS OF OUTSIDE ACTIVITIES, INTERESTS, ETC

9. LANGUAGES SPOKEN

10. DECLARATION

I certify that the information made in this application is correct and complete to the best of my knowledge. I understand that if I am appointed and it is subsequently discovered that any statement made in this application is incorrect, I may be dismissed.

I also understand that, on appointment information from this form may be computerised for personnel purposes in accordance with the Data Protection Acts 1984 and 1998.

Signed: Date:

Please return this form either by email or by post to:

Marja Suominen, HR Administrator

Marja.Suominen@ealingmencap.org.uk

Ealing Mencap, 173a Uxbridge Road, Hanwell, London, W7 3TH