Application form for external applicants

Personal information (confidential)

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| **Application for employment** | | | | | | | | | | | |
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| Return this form to: | | | | | | | | | | | |
| Position applied for: | | | | | | | | | | | |
| **Personal details** | | | | | | | | | | | |
| Title: | |  | | | | | | | | | |
| Name: | |  | | | | | | | | | |
| Address: | | | | | | | | | | | |
| Email: | |  | | | | | | | | | |
| Telephone (Landline): | |  | | | | | | | | | |
| Telephone (Mobile): | |  | | | | | | | | | |
| National Insurance No: | |  | | | | | | | | | |
|  | | | | | | | | | | | |
| Do you hold a current driving licence? | | | | | | Yes | |  | No | |  |
| Groups: | | | | | | | | | | | |
| Expiry date: | | | | | | | | | | | |
| Details of endorsements (if none, please insert “N/A”) | | | | | | | | | | | |
| Do you have a current right to work in the UK? | | | | | | Yes | |  | No | |  |
| If no, please provide details. | | | | | | | | | | | |
| **Preferred working arrangement (please tick)** | | | | | | | | | | | |
| Full time |  | | Part time | |  | | Job share | | |  | |
| If you have ticked part time or job share, please give details below of your preferred working hours | | | | | | | | | | | |
| **Education** | | | | | | | | | | | |
| Please provide your education history here: | | | | | | | | | | | |
| Schools/Colleges/University Qualification gained | | | | | | | | | | | |
| **Employment history** | | | | | | | | | | | |
| Name of employer(s) | | | Job title and main duties | | | | Dates of employment (from and to) and reason for leaving | | | | |
|  | | |  | | | |  | | | | |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **References** | | | | | | | | | | | |
| Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain both work and character references | | | | | | | | | | | |
| 1. | | | | 2. | | | | | | | |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: | | | | | | | | | | | |
| **Personal development** | | | | | | | | | | | |
| Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable: | | | | | | | | | | | |
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| **Selection criteria** | | | | | | | | | | | |
| Please provide details on the qualities that you possess which mean you would be an ideal candidate for this role. Please include information on key experiences or achievements in your paid work history, but you may also include information on any activity outside of work you have been able to draw upon to the benefit of your career progression. You may continue on a separate sheet if necessary.  [*Insert a list of key qualities required for the role, for example, team work, problem solving, good communication skills]* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Data protection statement** | | | | | | | | | | | |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of *[insert lawful basis]* to process the information provided by you in this form.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  For more information on how we use the information you have provided, please see our privacy notice for job applicants which is *[delete as appropriate – attached to this form/located at [insert details]].* | | | | | | | | | | | |
| **Rehabilitation of offenders** | | | | | | | | | | | |
| Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition you are required to submit to a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential.  Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required).  If yes, please give details below. | | | | | | | | | | | |
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| **Declaration** | | | | | | | | | | | |
| 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 offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010). | | | | | | | | | | | |
| **Signed:** | | | | | | | | | | | |  | Date: |
|  | | | | | | | | | | | |