CONFIDENTIAL | **Recruitment Application Form**



Please return completed application form to the following address:	

Position applied for:	
How did you hear about this vacancy:	

Personal Details | Please write in BLOCK CAPITALS:

Surname:	
Forenames:	
Title:	
Previous Names (If any):	
Current Address: **Please ensure to include full postcode**	
Previous Address: **(If at current address less than 3 years)** **Please ensure to include full postcode**	
Daytime Telephone Number:	
Email Address:	

Right to Work in the United Kingdom

Do you have the right to take up employment in the UK?	**Yes**	☐	**No**	☐
If no, please provide details:				

Interview Availability | Please list any dates that you are not available for interview:

Education, Training, Qualifications & Relevant Skills | Please provide details of schools attended from age 11 years onwards, as well as any other education, training & vocational skills:

Dates Attended	Secondary Education	Subject	Qualifications/Grades
Dates Attended	**Further Education**	**Subject**	**Qualifications/Grades**
Dates Attended	**Higher Education**	**Subject**	**Qualifications/Grades**
Dates Attended	**Vocational and/or Professional Training**	**Subject**	**Qualifications/Grades**

Please describe any relevant skills you may have from any voluntary work, domestic responsibilities as well as any other activities that you feel would be relevant to the advertised role:	

Availability for Work | If this application is successful, please indicate the earliest that you would be able to take up employment with the Company:

Holiday Commitments | Please detail any holidays that are booked for the next 12 months:

Employment History | **Please list your past three employers or your last five years of employment history - whichever is greater. If you are offered employment these employers will be contacted for a reference:**

Employment History				
Dates of Employment		Name of Employer & Full Postal Address	Final Job Title & Reason for Leaving	Final Salary Prior to Leaving Company
From	To			
Dates of Employment		Name of Employer & Full Postal Address	Final Job Title & Reason for Leaving	Final Salary Prior to Leaving Company
From	To			
Dates of Employment		Name of Employer & Full Postal Address	Final Job Title & Reason for Leaving	Final Salary Prior to Leaving Company
From	To			
Dates of Employment		Name of Employer & Full Postal Address	Final Job Title & Reason for Leaving	Final Salary Prior to Leaving Company
From	To			

Employment Gaps | **Please provide a brief explanation if there are any gaps in your continuous employment history listed above:**

Salary Expectations | **What state your minimum salary expectations:**

Support Required for Interview | **If you are disabled, please give details of any special arrangements or adjustments you would require to be able to attend interview - as this enables us to comply with our obligations under the Equality Act 2010:**

Driving Licence Information | **Please provide information relating to your driving licence:**

Driving Licence Information	Yes	No
Do you hold a current full driving licence?	☐	☐
Do you have your own vehicle?	☐	☐
Is your driving licence endorsed? If yes, please answer the questions below	☐	☐

Convicting Court Code:	Date of Conviction:	Penalty Points:

Type of Offence:	Disqualification Period:

Rehabilitation of Offenders Act 1974 | **All information provided about criminal cautions, convictions and offences will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for:**

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. So that we can perform or exercise our obligations or rights under employment law, you are therefore required to disclose all and any cautions or convictions, whether spent or unspent, unless it is either a "protected caution" or a "protected conviction" under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Rehabilitation of Offenders Act 1974	Yes	No
Do you have any unspent conditional cautions or unspent convictions under the Rehabilitation of Offenders Act 1974? If you have no such cautions or convictions, please specify "No". If you do have any such cautions or convictions, please provide details on the additional Criminal Record Self-Disclosure Form that was included with this Application Form.	☐	☐
Do you have any spent adult cautions (simple or conditional) or spent convictions that are not protected cautions or convictions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975? If you have no such cautions or convictions, please specify "No". If you do have any such cautions or convictions, please provide details on the additional Criminal Record Self-Disclosure Form that was included with this Application Form.	☐	☐
If you have completed the additional Criminal Record Self-Disclosure Form please tick this box - - ->	☐	

Additional Guidance:

- The term 'conviction' is used to refer to any sentence or disposal issued by a court
- The term 'cautions' include reprimands and final warnings.

Please note: You do not need to disclose anything that would be currently filtered from the Police National Computer by the Disclosure & Barring Service.

If you are unsure whether your 'convictions' or 'cautions' are filtered, you can find out more from hub.unlock.org.uk/filtering or by searching "telling people about your criminal record" on GOV.UK

Declaration | Please read the following statements carefully as your signature creates a legal declaration on your part:

Declaration	
1.	**I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection and in accordance with the Privacy Notice for Job Applicants which has been made available for you to download as part of this recruitment process. The Company will only process your personal data where it has a lawful basis for such processing.**
2.	**I accept that if my application is successful, this application form will form part of my HR file and in that case I consent to the data on it being processed for all purposes in connection with my employment in accordance with the Privacy Notice for Staff.**
3.	**I declare that the information provided on this application form is - to the best of my knowledge - accurate, truthful and complete. I understand that any false or misleading statement, or information that I have withheld, may be just cause to invalidate this application - or cause the termination of my employment if I have already been employed.**
4.	**I understand that any offer of employment is subject to receipt of references and an appropriate level of DBS check that proves satisfactory to the Company, as well as successfully completing an induction and probationary period.**
5.	**I authorise the Company to obtain references to support this application once an offer has been made and accepted.**

Signed:		**Date:**	

If this application form is completed electronically you will be required to sign and date it if you are invited to attend an interview.