

EMPLOYMENT APPLICATION FORM

Enhanced Disclosure

*Version 3.0*

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| **Position applied for and Available start date** |

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| **Post Applied for:**  |  |
| **Available Start Date:**  |  |

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| **Personal Details** |
| **Title**: | Mr: Mrs:  Ms:  other: \_\_\_\_\_\_\_\_\_\_\_ | **NI Number:** |  |
| **Forename**: |  | **Name of Next of Kin (NOK)** |  |
| **Surname:** |  | **Relationship with NOK:** |  |
| **Home Phone:** |  | **Home Phone:** |   |
| **Mobile Phone:** |  | **Mobile Number NOK:** |  |
| **Email Address:** |  | **Email NOK:** |  |
| **Address**:**Postcode:** |  | **Address of Next of Kin**:**Postcode:** |   |
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| **Where did you hear about this vacancy:** |  |
| **Do you have the right to work in the UK:** |  **YES**: |  |  **NO**: |  | **Are you a student:** |  **YES**: |  |  **NO**: |  |
| **Do you have any criminal records:** |  **YES**: |  | **NO**: |  | **Do you have a full UK driving license:** |  **YES**: |  |  **NO**: |  |
| *If you have any criminal records please provide details below:* | **Do you have any points on your license:** |  **YES**: |  |  **NO**: |  |
| **Do you have access to a vehicle:** |  **YES**: |  |  **NO**: |  |
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| **Education** |
| **Relevant Qualifications****E.G. School/College/University/Adult Education ETC****(Please begin with most recent and work backwards)** |
| **Qualifications achieved and Grades:** | **Name & Address of education establishment:** | **Dates(mm/yyyy)** |
| **From:** | **To:** |
|  |  |  |  |
| **Other Training/Courses** |
| [Please continue on a separate sheet if necessary] |
| **Present Employment** |
| **Current or most recent post:** (If now unemployed, give details of most recent employer) |
| Employer’s name, address and nature of business: | Main duties & responsibilities: |
| **Tel No:**  |   |
| **Position:** |  |
| **Dates:** | From:   To:    | **Salary / Rate of pay:** |  |
| **Notice required by current employer / date available to commence employment:** | **Reason for leaving / wanting to leave:** |
| **Period of Notice:**  | **Last day of Service:**  |
| **Previous Employment** |
| Please provide **full** details of all previous posts you have held, including those with Platform (if applicable) starting with the most recent first. You will also need to include any dates (if applicable) when you have not been in employment. (Please use continuation sheets if required). |
| **Name & Address of Employer** | **Position held/Grade &/or Salary** | **Dates (dd/mm/yy)** | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |
| **Summary of Duties:**  |
| **Previous Employment (Cont’d)** |
| **Name & Address of Employer** | **Position held/Grade &/or Salary** | **Dates (dd/mm/yy)** | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |
| **Summary of Duties:**  |
| **Name & Address of Employer** | **Position held/Grade &/or Salary** | **Dates (dd/mm/yy)** | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |
| **Summary of Duties:**  |

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| --- | --- | --- | --- |
| **Name & Address of Employer** | **Position held/Grade &/or Salary** | **Dates (dd/mm/yy)** | Reason for leaving |
| **From** | **To** |
|  |  |  |  |  |
| **Summary of Duties:**  |
| **Name & Address of Employer** | **Position held/Grade &/or Salary** | **Dates (dd/mm/yy)** | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |
| **Summary of Duties:**  |

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| **References** |
| Give name, job title, relationship to referee and address to **TWO** people, who must know you well to whom a reference may be made. Referee 1 **must** be your present (or most recent) employer, Referee 2 **must** be from a previous employer (unless you have help only one job, in which case this may be an educational or character reference). If you have never held a job, educational and/or character references will be satisfactory. A character referee: must have known you well personally for at least two years; must not be related to you by birth or marriage: and must hold (currently or retired) some form of professional occupation or public office.  |
| **Referee 1** Do not contact before interview  | **Referee 2** Do not contact before interview  |
| **Name** | **Name** |
| **Job Title:** | **Job Title:** |
| **Relationship to referee:** | **Relationship to referee:** |
| **Address:** | **Address:** |
| **Post Code:** |   | **Post Code:** |   |
| **Tel No:** |   | **Tel No:** |   |
| **Email:** | **Email:** |
| **N.B. Appointment is confirmed subject to receipt of satisfactory references.**  |

**Please enter all previous addresses in the last 5 years starting with the most recent first. This is to process DBS check only.**

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| **HOME ADDRESS**  | **FROM****MONTH/YEAR**  | **TO****MONTH / YEAR** |
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|  **PERSONAL DECLARATION**  |
| **I declare that to the best of my knowledge the above information, and that submitted in any accompanying documents, is correct, and*** I give permission for any enquiries that need to be made to confirm such matters as qualifications. Experience and dates of employment and for the release by other people or organisations of such information as may be necessary for that purpose.
* I give permission for the processing of the personal data contained in this form for employment purposes
* I confirm that the information I have provided on this application form is, to the best of my knowledge, true and accurate. I understand that any job offer may be immediately withdrawn or my employment summarily terminated if any of the information on this form is found to be false or misleading.

**Signed :** **Date:** |