**Please note, you must be over 18 years old to apply to work with us.**

PLEASE USE **BLOCK CAPITALS**

|  |
| --- |
| Post applied for:       |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Forename(s):      | Surname:       |
| Address:       | Email:      |
|       | Telephone:       |
| Postcode:       | Mobile:       |

|  |
| --- |
| How did you learn of this vacancy?     |

|  |
| --- |
| What date can you start work?     |

**EDUCATION AND TRAINING DETAILS**

Please give details of all secondary education, college, and university studies, including examinations / qualifications taken (with results). Please also include any relevant training qualifications.

|  |  |  |
| --- | --- | --- |
| School | Courses | Grades Obtained / **Date** |
|       |       |       |
|       |       |       |
|       |       |       |
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|       |       |       |

*Please be prepared to provide certificates etc.*

**SHORT COURSE DETAILS**

Please give details of any short courses attended that may support your application (including safeguarding, first aid, etc.)

|  |  |  |
| --- | --- | --- |
| Organisation | Title of Course | Date |
|       |       |       |
|       |       |       |
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*Please be prepared to provide certificates etc.*

**EMPLOYMENT HISTORY**

Please give details of current and previous employment, including voluntary work. Please state start and end dates, name of organisation / employer, position held and the reason for leaving.

**Current / most recent employer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Name of employer | Position held | Reason for leaving |
|       |       |       |       |       |

**Previous employment including voluntary work**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Name of employer | Position held | Reason for leaving |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
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**SUPPORTING YOUR APPLICATION**

Your application form plays an essential part in our choosing the right person for this position and is the only source of information that will inform the recruiting manager whether to shortlist you for an interview.

In the information supplied to you about this job you will find a job description and person specification. The person specification identifies the experience, skills, personal attributes and where appropriate, qualifications which form the selection criteria for this post. Please use the space below in order to advise us as to how you meet these selection criteria, giving concise examples of how you have used these skills and knowledge in previous situations. You may attach further sheets if necessary. It is important for you to provide the recruiting manager with as much relevant information as possible as assumptions will not be made.

|  |
| --- |
|       |

**INTERESTS**

Please give details of your spare time interests.

|  |
| --- |
|       |

**DRIVING DETAILS**

Tick as appropriate:

|  |
| --- |
| Do you have a current driving licence? Yes [ ]  No [ ]  |
| Do you have access to a car? Yes [ ]  No [ ]  |
| If you have a driving licence is it: Provisional [ ]  Full [ ]  HGV [ ]  |

**RIGHT TO WORK IN THE UK**

|  |
| --- |
| Are you legally entitled to work in the UK? Yes [ ]  No [ ]  |

*We will require evidence of this at interview*

**CRIMINAL RECORD**

|  |
| --- |
| Have you ever been convicted of a criminal offence? Yes [ ]  No [ ]  |

Declaration subject to the Rehabilitation of Offenders Act 1974.

**Please note**: Due to the nature of the work at The Hamlet, all job offers are subject to the applicant being able to demonstrate a satisfactory Disclosure and Barring Service (DBS) check.

|  |
| --- |
| **If YES**, please give details:      |

**HEALTH / DISABILITY**

|  |
| --- |
| Do you require any reasonable adjustments for the interview and selection process?Yes [ ]  No [ ]  |
| *If* ***YES****, please give details:* |

**EMPLOYMENT DETAILS AND REFEREES**

*Please note that we will not contact your present employer for a reference without your permission. However, any job offer made will be subject to receipt of satisfactory references. It is our policy to contact ALL named referees.*

Current / Last Employer (if you have not been previously employed you will need to provide contact details for a referee from your college tutor or school and a character referee):

|  |
| --- |
| Name:       |
| Address:      Postcode:       |
| Contact for Reference:       |
| Telephone:       |
| May we contact your current employer for a reference? Yes [ ]  No [ ]  |
| Position(s) Held:       |
| Employed from:       | Employed to:       |
| Salary / Wage:       |
| Outline of Duties / Key Achievements:       |
| Reason for Leaving:       |
| Notice Period:       |

Previous Employer (if you have not been previously employed you will need to provide contact details for a referee from your college tutor or school and a character referee) (1)

|  |
| --- |
| Name:       |
| Address:      Postcode:       |
| Contact for Reference:       |
| Telephone:       |
| May we contact this employer for a reference? Yes [ ]  No [ ]  |
| Position(s) Held:       |
| Employed from:       | Employed to:       |
| Salary / Wage:       |
| Outline of Duties / Key Achievements:       |
| Reason for Leaving:       |

**DATA PROTECTION**

The Data Protection Act 1998 (“the Act”) sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

**I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.**

|  |  |
| --- | --- |
| Signed:       | Date:       |

**UNDERTAKING**

Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

|  |  |
| --- | --- |
| Signed:       | Date:       |

***Note: We are an equal opportunities employer and will not tolerate discrimination in any form.***