

Employment Application



STRICTLY CONFIDENTIAL

Position Applying for:	
Where did you hear of this Position	

APPLICANT INFORMATION

Last Name		First Name		Male/Female	
Street Address				House Number	
City		County		Post Code	
Contact Number		E-mail Address			
Date Available		NI Number			
Are you a British Subject or national of any EU country	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, do you have the right to work in the UK and the necessary permissions	YES <input type="checkbox"/>	NO <input type="checkbox"/>

CURRENT/MOST RECENT ROLE

Employer		Date Started	
Position Held			
Salary and Benefits		Notice Required	
Is this your sole employment	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

MAIN DUTIES AND RESPONSIBILITIES

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PREVIOUS EMPLOYMENT CONTINUED

Employer		Date Started	
Position Held		Date Finished	
Employer		Date Started	
Reason for Leaving			
Position Held		Date Finished	
Employer		Date Started	
Position Held		Date Finished	

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Reason for Leaving			
Employer		Date Started	
Position Held		Date Finished	
Employer		Date Started	
Reason for Leaving			
Employer		Date Started	
Position Held		Date Finished	
Employer		Date Started	
Reason for Leaving			

Further/Higher Education:	Qualification/Grade

Secondary Education:	Qualification/Grade

Other relevant training, professional qualification or work related skills (for example languages, shorthand etc.)

Are you undertaking any course of study at present? If so please give details

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Do you have membership of any professional bodies? If so please give details, including any offices held

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It is the Employers policy to verify the qualifications of all successful job applicants.

Supporting Information

Please give any details you feel are relevant in support of your application, including why you are interested in the post. Use additional sheets if necessary.

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Convictions

INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

Have you ever been convicted of a criminal offence? If so, please give details of any unspent convictions. Spent convictions do not have to be declared, as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. [As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared [although protected cautions and protected convictions do not need to be declared].]

References

Please give the details of two referees, stating how long you have known them. (One should be your current or most recent employer.) References for shortlisted candidates will be taken up before interview unless you request otherwise. Reference requests will ask specifically whether there is any reason that you should not be engaged in situations where you have responsibility for, or substantial access to, persons under 18. Appropriate suitability checks **will** be required prior to confirmation of appointment.

1. Name:	2. Name:
<div style="border: 1px solid black; height: 40px;"></div>	<div style="border: 1px solid black; height: 40px;"></div>
Email Address:	Email Address:
<div style="border: 1px solid black; height: 40px;"></div>	<div style="border: 1px solid black; height: 40px;"></div>
Address:	Address:
<div style="border: 1px solid black; height: 40px;"></div>	<div style="border: 1px solid black; height: 40px;"></div>
Telephone number:	Telephone number:
<div style="border: 1px solid black; height: 40px;"></div>	<div style="border: 1px solid black; height: 40px;"></div>
Occupation:	Occupation:
<div style="border: 1px solid black; height: 40px;"></div>	<div style="border: 1px solid black; height: 40px;"></div>

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Time known:	Time known:
Can references be taken up prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>	Can references be taken up prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>

Do you require any special arrangements to be made for your interview due to a disability.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Data protection

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.

I hereby give my consent to [name of Employer] processing the data supplied in this application form for the purpose of recruitment and selection.

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

I hereby give my consent to INTO UEA carrying out checks on my qualifications.

Employee's signature

Note: Any false, incomplete or misleading statements may lead to dismissal.

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date