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| **APPLICATION FOR EMPLOYMENT (DBS CHECK REQUIRED)** | | | | | | |
| POSITI0N APPLIED FOR |  | | | | | |
| Name |  | | | | | |
| Address |  | | | | | |
| Post Code |  | | | | | |
| Tel Number |  | | | | | |
| Mobile |  | | | | | |
| Email Address |  | | | | | |
|  |  |  | |  | |  |
| **Employment** **History**  Please provide information about your employment history. Please start with your current or most recent employer. Please continue on a separate sheet if necessary | | | | | | |
| Date (from – to) | Employer’s name and address | Job Title and brief summary of responsibilities | | | | Reason for leaving |
|  |  |  | | | |  |
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|  |  |  | | | |  |
| **Education -** Please provide information about your education. Please show your most recent qualification(s) first. Please continue on a separate sheet if necessary | | | | | | |
| Date (from – to) | Secondary School/College/University attended | Qualification | | | | Result |
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| **Training & Development –** Please give details of training courses you have attended which are particularly relevant to this role. Please continue on a separate sheet if necessary | | | | | | |
| Training Course | | | | | | Date Completed |
|  | | | | | |  |
|  | | | | | |  |
|  | | | | | |  |
| **Professional Memberships**  Please provide details of any professional memberships that you currently hold which are relevant to this role. Please continue on a separate sheet if necessary. | | | | | | |
| Professional Membership | | | | | | Expiry Date |
|  | | | | | |  |
|  | | | | | |  |
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| **Support Information**  Please provide us with any additional details you feel are relevant to support your application. This may include additional skills, knowledge or experience not mentioned in the previous sections. Please continue on a separate sheet if necessary | | | | | | |
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| **Reasonable Adjustments**  Would you like us to make any specific arrangements to facilitate a fair interview due to a disability? For instance, do you need a wheelchair accessible interview room? | | | | | | |
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| **Criminal Convictions**  A relevant check with the Disclosure & Barring Service is required for this post. The disclosure may reveal convictions regarded as “spent” under the Rehabilitation of Offenders Act 1974. By signing this application form, you provide your approval for an appropriate DBS check to be conducted. We require this at appointment and may do so periodically thereafter. | | | | | | |
| Do you have any criminal convictions? | | | YES | | NO | |
| If Yes, please provide details of all convictions we are legally entitled to know about. You must include any relevant youth offences, military offences and police cautions. | | | | | | |
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| **Other Information** | | |
| Do you have any holiday booked? | |  |
| Have you worked for us before? If yes, please tell us the role and dates. | |  |
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| **References**  Please provide the names and addresses of two referees to whom confidential enquiries may be made. One must be your current employer. If you are unemployed, we will accept your previous employer or teacher (where you have had no previous employment). We only take up references if you are offered the position. | | |
| Full Name |  | |
| Capacity in which known to you |  | |
| Time Known |  | |
| Occupation |  | |
| Address |  | |
| Contact email |  | |
| Contact number |  | |
| Full Name |  | |
| Capacity in which known to you |  | |
| Time Known |  | |
| Occupation |  | |
| Address |  | |
| Contact email |  | |
| Contact number |  | |
|  |  | |
| **Data Protection**  The information provided in the application form will be processed in accordance with current data protection regulations.  We may verify information you supply to obtain employment by consulting a third party or statutory agency at any time. We may provide information from your application to appropriate third parties (e.g. HMRC). | | |
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| **Right to Work in the UK**  You will be required to provide the appropriate official documents to confirm your right to work in the UK if you are offered an interview. | | |
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| **Declaration**  I authorise you to obtain references and see appropriate disclosures to support this application if I am offered this post.  I consent to the processing of data supplied in this application form for the purpose of recruitment and selection.  I consent that the above information is correct. I understand that providing false or misleading information to secure employment is misrepresentation. My application may be rejected or employment terminated in such circumstances. | | |
| Signature |  | |
| Date |  | |

**PLEASE SIGN AND RETURN THIS FORM IN A SEALED ENVELOPE TO:**

FAO Sarah Pope

Forward Day Centre Ltd

St Margaret’s, Millfleet,

King’s Lynn PE30 5EG