

Application Form for Employment

Personal Details

Title: Mr/Mrs/Miss/Ms/Other _____ Date of Birth: / /
 Surname: _____ Forenames: _____
 Previous Names (if applicable): _____
 Home Address: _____

 Postcode: _____ NI Number: _____
 Telephone Number: _____ (Home) _____ (Work)
 Mobile: _____ e-mail: _____
 Full Driving License: Y/N Endorsements (details): _____

Position Applied For

Date available to take up employment: / /

Full/Part time/No. Hours/Shift Preferences: _____

Employment

Current Employer: _____

Address: _____

Postcode: _____ Nature of Business: _____

Telephone Number: _____ May we contact them: Y/N

Emergency Contact/Next of Kin

Name: _____ Relationship: _____

Address: _____ Tel: _____ (Home)
 _____ Tel: _____ (Work)
 _____ Tel: _____ (Mob)
 Post Code: _____

School Attended	From	To	Qualification/s

Including supervision and appraisal training.

Institute	From	To	Type of Training	Qualifications

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Employment History - Please state current salary (or salary in your last job if presently unemployed). Please give details of current and previous employment in chronological order starting with most recent. Please use continuation sheet if necessary.

From	To	Employer	Position/Duties	Reason for Leaving

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Please answer the following questions in as much detail as you can.

(Please feel free to continue on a separate piece of paper.)

1.) What do you feel your strengths and weakness' are, with regards to this post?

Strengths:

Weakness'

2.) With regards to professional development what do you hope to achieve within the next year?

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3.) With regards to professional development what are your long term goals?

4.) How do you feel we (as a company) are able to assist you with regards to your career objectives?

5.) What do you feel you can offer in terms of improving our company?

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Interests / Hobbies - *(Give details of pastimes, sports etc.)*

Membership of professional organisation/trade union: Y / N
Details: _____

Do you need a work permit in the UK? Y / N

If offered this position will it be your only job: Y / N
Details: _____

Further information – *(Is there anything else you feel we should know or that you would like to tell us about which may have a bearing on your appointment at Ingham House):*

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Professional & Personal References *(not members of your own family or social circle. One should be your previous employer if applicable. We will contact both references)*

Name: Relationship to you: Address: Postcode: Telephone: e-mail:	Name: Relationship to you: Address: Postcode: Telephone: e-mail:
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I declare that the statements made above are true, that I am now in, and usually enjoy good physical and mental health. I understand that the non-disclosure or suppression of any relevant facts known by me may prejudice my application or, if appointed could lead to the termination of my employment.

I agree that a medical report may be obtained from my doctor or a hospital specialist.

Signature: _____ **Date:** _____

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STRICTLY CONFIDENTIAL

Name:
Address:

Post Code:

ALL APPLICANTS
PLEASE FULLY READ
THIS DOCUMENT AND
SIGN WHERE DIRECTED

Supplementary to Application Form for Persons Applying for Posts which are excepted under the Rehabilitation of Offenders Act 1974.

The nature of the work for which you are applying, is exempt from the provisions of 2.4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Employer. Any information given will be completely confidential and will be considered only in relation to this application.

It is a statutory requirement that a criminal record check (CRB) and Protection of Vulnerable Adults check (POVA) is made on all employees and, whilst you are able to commence work under the "Fast Track Scheme", confirmation of your employment can only be given once a full check has been made, we are in receipt of two written references, you have completed your induction and mandatory training and your performance over the first three months of your employment (or any extended probation) has been reviewed and confirmed as satisfactory or better.

Have you ever been convicted of a criminal offence by a court of law. Have you ever been Cautioned, Reprimanded or Warned by the Police for any recordable or criminal offence either in the UK or abroad? (with the exception of minor motoring offences).

YES / NO

If yes to any part of the above, please give details including the offence and date:

I confirm that I have read the above statement and that the information I have given is true.

Signed: _____ Date: _____