**Application for Employment**

**CONFIDENTIAL**

Please complete this form in black. Typed forms in Word format are preferred for access reasons.

It is important that you answer every question. The information you provide on this form is the only information we will use in deciding whether you will be invited for an interview.

CVs are not accepted.

What position are you applying for? Please state below

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|  |  |
| --- | --- |
| **Surname / family name:** |  |
| **First name:** |  |
| **Address:** |  |
| **Telephone number:** |  |
| **Email:**  |  |
| **If offered the job, when would you be available to take up the post?** **Please refer to the job advert for the interview dates. Do you have any problem with these dates?** **Please tell us where did you hear about this role?** |

**References**

Please give below the name and address of two referees who can tell us what they think of your ability to do this job. If you have been employed before, one of your referees must be from your present or most recent employer. Your second referee can be a previous employer or someone who knows you well. Please don’t include relatives or purely personal friends.

|  |
| --- |
| **First referee****Name:** **Position held:** **Address:** **Telephone number:** **Email address:**  |
| **Second referee****Name:** **Position held:** **Address:** **Telephone number:** **Email address:**  |

**Are there any restrictions on you taking up employment in the UK?**

Yes [ ] No [ ]

If YES please provide details of the restrictions

**Criminal convictions**

Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974? Yes [ ] No [ ]

If YES please provide details of the offence and the date of conviction.

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The role you are applying for may require additional disclosures depending on legislation and this will be advised where appropriate following interview.

**Work Experience (Paid and Unpaid)**

Please include your current and previous employment. This could include job training schemes, voluntary work, community activities, time caring, etc. Please put in date order, starting with the most recent. (Continue on a separate sheet if necessary.)

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| **Dates to and from** | **Name of employer / organisation** | **Nature of work** |
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**Education and training**

Please list any education and / or training (including short courses) that you have had:

|  |  |  |
| --- | --- | --- |
| **Date Completed**  | **Education / courses / training** | **Qualifications** |
|  |  |  |

**Supporting information**

In this section we would like you to give specific information in support of your application. Taking **each point** of the person specification, demonstrate how you have all the necessary skills and abilities.

**Data Protection Act 1998**

As part of the recruitment procedure we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for one yearafter the date on which it is submitted, for internal auditing purposes. Any information of this nature will be treated confidentially. By signing this form you give your consent to sensitive personal information being recorded and stored.

**Declaration**

Please read this carefully before signing this application:

**I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.**

Electronic signatures are accepted

Signature

Date

Please send your completed application to info@mertoncil.org.uk