

Application Form



Post applied for:

NOTES

It is important that you answer all questions fully. (Block Letters)

A. PERSONAL

Name: _____ Tel. No. Home: _____

Address: _____ Mobile : _____

_____ E-mail : _____

_____ Present Post: _____

_____ Present Salary: _____

B. EDUCATION

Dates from/to		Subjects Studied	Qualifications Obtained

TRAINING COURSES ATTENDED

Please give details of recent courses attended

C. EMPLOYMENT DETAILS**ELIGIBILITY TO WORK IN UK**

Under the Asylum and Immigration Act we will only be able to employ people who are not classed as an illegal worker.

Are you entitled to or have permission to work in the United Kingdom? YES/NO (Delete as appropriate)

D. PRESENT/LAST POST

Name of Employer _____

Job Title _____

Address _____

From _____ To _____

Pay _____

Period of Notice Required _____

a) Brief Summary of Duties and Responsibilities:

b) Reason for Leaving Current/Last Job:

E. EMPLOYMENT HISTORY - Please list all work history

Name & Address of Employer	Job Title	Pay	Dates	Reason for Leaving
			From/Until	

Brief summary of duties and responsibilities:

Name & Address of Employer	Job Title	Pay	Dates From/Until	Reason for Leaving

Brief Summary of Duties and Responsibilities

(Continue on separate sheet if necessary)

F. DISCIPLINARY HISTORY

Have you ever had disciplinary action taken against you which has resulted in you receiving a disciplinary warning? YES/NO

Have you ever been involved in a Safeguarding issue within your work? YES/NO

If yes to either of the above, please give details below.

G. OTHER EXPERIENCE

Please give details of any relevant voluntary activities and experience that you may have:

Interests/hobbies

H. REHABILITATION OF OFFENDERS ACT 1974

Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4(2) of The Rehabilitation of Offenders Act 1974.

Applicants are therefore required to disclose all and any past or pending convictions, whether spent or otherwise. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post applied for.

Have you ever been convicted of a criminal offence? YES NO
Have you any pending criminal charges? YES NO

If YES to the above please give details on a separate sheet in a sealed envelope.

Signature _____ Date _____

A criminal disclosure will be requested in the event of an applicant being offered a position. The cost will be borne by Abbeyfield.

I. REFEREES

Please give the names and addresses of two people including your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school/college. Do not use relatives.

1. Name _____ 2. Name _____

Address _____ Address _____

Position Held _____ Position Held _____

Can we take up references prior to interview YES/NO Can we take up references prior to interview YES/NO

If you have a disability please tell us about any adjustments we may need to make to assist you at interview.

J. DECLARATION

I certify, to the best of my belief, the information I have supplied is true and complete. I understand that any false information or failure to disclose health problems or criminal convictions or prosecution pending, may disqualify me from employment or render me liable to summary dismissal.

Signature _____ Date _____