

+++Example application form

Please complete all sections of this application form and other documents clearly in **CAPITAL LETTERS** and in **BLACK INK**.

POSITION _____

APPLICATION REF _____

The contents of this form will be treated as confidential

Section 1 PERSONAL DETAILS

Surname:

Forenames:

Mr/Mrs/Ms/Miss
(please circle title)

Address:

Post Code:

Telephone number:

Mobile No:

Email address:

Do you have a current driving licence? YES NO

If there are any endorsements on your driving licence, please give details below:

Section 2 PLEASE TICK DOCUMENTS INCLUDED WITH THIS APPLICATION FORM

Equal Opportunities Monitoring Form

Rehabilitation of Offenders Act 1974
& DBS Declaration

Section 3 HOW DID YOU LEARN OF THIS VACANCY?

For recruitment monitoring purposes.

Do you have any restrictions on your right to work or remain in the UK?

YES NO

Under Section 8 of the Immigration Act we are required to check all employees are eligible to work within the UK. Please confirm that, if you are offered a position, which of the following documents you would be prepared to supply and allow us to make a copy of:
(Please indicate with a tick)

UK or EEU Birth Certificate which must include name of parents	
Registration or Naturalisation Certificate	
Work Permit issued by Work Permits UK	
Home Office issued letter indicating permission for indefinite stay in the UK with no restrictions	
P45/P60 from previous Employer	
National Insurance Card	
UK Residence Permit from a EEAA state or Switzerland	
Home Office Application Registration Card permitting employment	
Passport	

Note: EEAA = European Economic Area Agreement

Section 5 REASONABLE ADJUSTMENTS

If called to interview are there any adjustments that are required?

YES NO

Please detail below the adjustments that are required and their purpose. **This is not used as part of the selection process.**

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Section 6**EDUCATION HISTORY**

School / College / University attended	Date in education From – To		Qualifications gained

Section 7**CURRENT EMPLOYMENT**

Name & address of employer	Job title	Why do you want to leave?

Current duties and responsibilities:

Notice period required with current employer:

SECTION 9 PERSON SPECIFICATION

Please detail here how you meet the requirements of the person specification, particularly how you feel you can demonstrate the values of our organisation, and your reasons for applying for this position.

This is the part of the application form where you can bring to our attention any qualities you believe we should be aware of. Please continue on a separate sheet if necessary.

SECTION 12 DECLARATION

(Please read this carefully before signing the application)

I agree that any offer of employment is subject to satisfactory references, medical information and checks (if required) and a probationary period.

I confirm that the information supplied by me on this form and all documents required, with this application are complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

If my Application for Employment is successful, I agree to undergo a medical examination if this is required to ensure my suitability to carry out my duties and for provision of medical information as part of an occupational health scheme or private medical insurance scheme. I have given my explicit consent freely.

Signed:

Dated:

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