

APPLICATION FOR EMPLOYMENT



PRIVATE AND CONFIDENTIAL

Return this form to:

flavia.docherty@getawaygirls.co.uk

POSITION APPLIED FOR _____

Where did you see this post advertised _____

Surname.....First name.....

Address.....

Phone no.....

Email

National Insurance no.....

Do you have a current UK Driving Licence.....

Are there any restrictions on you taking up employment in the UK? Yes No (If yes, please provide details)

EDUCATION HISTORY

School	Qualifications gained and dates
Colleges/Universities	Qualifications gained and dates
Other training with dates	

EMPLOYMENT HISTORY (Please complete in full and use a separate sheet if necessary)

NAME AND ADDRESS OF EMPLOYER	JOB TITLE AND DUTIES	SALARY	REASON FOR LEAVING

Notice required in current post:

CAUTIONS, REHABILITATION AND CRIMINAL RECORDS

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 **must be disclosed**, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

In addition you are required to submit to a DBS check. Any standard or enhanced disclosure made will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required)

If YES, please give details

REFERENCES

Please provide details of two referees who can provide information relating to your competency, one of whom must be your present or most recent employer. If you are a student, please give an academic referee. If you are applying for a post which requires unsupervised access to young people, we reserve the right to approach any past employer for a reference.

1.	Name:	2.	Name:
	Position:		Position:
	Organisation:		Organisation:
	Address:		Address:
	Postcode:		Postcode:
	Email:		Email:
	Tel No.		Tel No.
	May we approach the above prior to interview? Yes/No		May we approach the above prior to interview? Yes/No

SUPPORTING INFORMATION

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification). Maximum this sheet plus 1 A4 continuation sheet.

DECLARATION (Please read this carefully before signing this application)

1. 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.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for an enhanced disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed:

Date: