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**Application for Employment**

Please complete all sections. Part B only will be used for shortlisting purposes

**PART A**

Post applied for: **Children’s and Families Worker**

**PERSONAL DETAILS**

Title Surname

First name Other name(s)

National Insurance number

Are there any restrictions on your taking up employment in the UK? Yes No

If your answer here is yes, please give details.

Do you have a current full clean driving licence? Yes No

If your answer here is no, please give details.

Address

Daytime phone number Evening phone number

Email address Mobile number

|  |
| --- |
| Please indicate where you saw this role advertised………………………………………………………………………………………………………………………………………. |

**CAUTIONS, REHABILITATION AND CRIMINAL RECORDS**

|  |
| --- |
| Do you have any unspent convictions or cautions in respect of any offence? Yes NoIf your answer is yes, please give details. |

**PART B**

**EMPLOYMENT DETAILS**

Starting with your present appointment, please state in reverse chronological order what you have done in the course of your career. Continue on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Name & address of employer | Position & salary | Brief description of responsibilities | Reasons for leaving |
| From | To |  |  |  |  |

Please note any other employment you would continue with if you were to be successful in obtaining this position.

**EDUCATION & TRAINING DETAILS**

Please list secondary schools and places of further education with dates, results, and professional qualifications.

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

Describe your present or most recent appointment in terms of your responsibilities and relationships. Continue on a separate sheet if necessary.

Please state what attracts you about this job and why you feel you are suitable for it. Continue on a separate sheet if necessary

Please state any other information which you think is relevant to this position. Continue on a separate sheet if necessary.

Please give details of any voluntary work, leisure interests or hobbies of relevance to this application. Continue on a separate sheet if necessary.

**REFERENCES**

Present employer May we approach for a reference now? Yes No

Name

Address

Occupation

What notice are you required to give in your current post?

Please give names of two people from whom we may seek references. Please obtain their permission.

Name Name

Address Address

Phone Number Phone Number

E-mail address E-mail address

Occupation Occupation

**DECLARATION – Please read this carefully before signing this application**

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| --- |
| 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 processed in accordance with the Data Protection Act.

Signed…………………………………………………………………………………………………………………………….Date……………………………………………………………………………………………………………………………… |

**Please return your completed application form to Rev. Claire Rose-Casemore: clairerc@btopenworld.com**