



# Job Application Form

Please note this form should be completed in black ink (block capitals) or type. Additional sheets may be attached wherever necessary. You are invited to submit an electronic copy or a paper copy of this application form, provided it reaches the organisation before the deadline.

<b>1. Details of post</b>	
Post applied for:	
Closing date:	
Where did you see this post advertised?	

<b>2. Personal details</b>	
Surname:	Other names:
Address:	Telephone numbers: Business: Home: Mobile:
Post code:	National Insurance Number:
Do you need a permit to work in the UK?	

<b>3. Current employment</b>	
Name of employer:	
Address:	
Job title:	Present grade/salary:
Date of appointment:	Notice required:
Summary of duties/responsibilities:	
Reason(s) for seeking other employment:	
Interviews will take place within a month of the closing date. Please indicate here any dates you are <b>not</b> able to attend an interview.	
Please include details of any support/access needs that you may have at interview. This information is requested now only to ensure that we can make appropriate arrangements if you are selected for interview.	

#### 4. References

Details of two referees are required; one of which should be from your present or last employer. If you have recently left school it should be from your teacher/lecturer. References will only be taken up for applicants selected for interview and you should ensure your references are in a position to respond promptly. Please indicate below if you would like us to inform you before taking up either reference. Please note that no offer of employment will be made without prior receipt of satisfactory references.

Name:	Name:
Address:	Address:
Telephone no:	Telephone no:
Email address:	Email address:
Title/position:	Title/position:
Relationship to applicant:	Relationship to applicant:
Notification prior to taking up reference: <i>(please tick here if required)</i>	Notification prior to taking up reference: <i>(please tick here if required)</i>

#### 5. Education and qualifications – please list most recent qualification first.

Please list all qualifications you have which may be relevant to this post. You will be required to provide evidence of any qualifications at interview.

Qualifications gained/ examinations passed/ grades	School, College, University, Organising/Professional Body,	Date achieved

**6. Employment history – please list most recent post first.**

Post title	Employer	Salary	Date employed		Reason for leaving
			From (mm/yy)	To (mm/yy)	

**7. Information in support of your application**

Please give details of any experience and skills you have relevant to the post in support of your application. Please use the space below and continue on additional sheets if necessary.

7. Information in support of your application.....continued...

### 8. Rehabilitation of Offenders Act 1974

Because of the nature of 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 not entitled to withhold information about convictions (which for other purposes are “spent” under the provision of the Act).

Have you ever been convicted of a criminal offence?	YES/NO
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Have you any pending criminal charges?	YES/NO
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If “yes” to the above please give details on a separate sheet.

All applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. The disclosure of an offence will not necessarily bar you from employment. This will depend on the background and circumstance of your offence(s).

### 9. Declaration

I certify that, 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:
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PLEASE RETURN YOUR COMPLETED APPLICATION TO:

[Claire@freeva.org.uk](mailto:Claire@freeva.org.uk)