



Application For Employment

Please complete using black ink.

Location:

Post Applying for:

Title:

First Name:

Surname:

Previous Surnames:

Where Did You See The Job Advertised?

Please complete ALL sections of the application form

Your application will be treated in the strictest confidence.

General Information About You

Home Address:	Home Tel: Mobile Tel:
Date of Birth: (Optional but required for DBS)	Email:
Do you need a work permit to be employed in the UK? Yes / No	
Do you have a full current UK driving licence? Yes / No Give details of any current endorsements (if applicable)	
National Insurance Number	
Are you related to any employee of the company? Yes / No If yes please give details.	
Are you aware of any matter, which might call into question your integrity as an employer or bring you/company into disrepute? Yes / No If yes please give details.	
If you are successful, when would you be available to commence employment?	
Do you have a good level of speaking and understanding of the English language? Do you speak any other languages? Please give details.	

Qualifications

School/College/University attended	Qualifications	Grade	Year taken

Membership of Professional Organization's and Institutions

Name	Date achieved	Membership status & PIN if applicable	By examination (Yes/No)

Skills and Interests

Please include computer skills, etc

Current/ Most recent Employment

Name and address of employer:

Job title:

Salary:

Main duties and responsibilities:

Date Started: (mm/yy)

Date of leaving: (mm/yy)

Reason for leaving:

(If applicable) What have you been doing since leaving employment

Previous Employment

Name and address of employer	Job Title	Date started and finished (mm/yy)	Reason for leaving

Gaps in Employment

Date from (mm/yy)	Date to (mm/yy)	Reason for gap in employment

Referees

Reasons for any gaps in employment is a requirement

Give details of two professional people to whom you are not related and to whom a request for a reference can be made, one of which must be your most recent employer. School, college university leavers can use their tutor. In certain circumstances a reference may be requested from any of your previous employers.

Reference 1	Reference 2
Name: _____	Name: _____
Relationship to you: _____	Relationship to you: _____
Address: _____ _____	Address: _____ _____
Postcode: _____	Postcode: _____
Telephone: _____ -	Telephone: _____ -
Email: _____	Email: _____

Criminal Offences

The post you have applied for is exempt from the Rehabilitation of Offenders Act (ROA) 1974, you **MUST** disclose details of any spent or unspent cautions or convictions. Appointment to posts will be subject to the successful candidate obtaining an enhanced disclosure from the Disclosure and Barring Service to the companies satisfaction.

Have you ever been cautioned, convicted or received a police reprimand or warning?

Yes / No

Reason for Application

If you have answered yes, please provide details:

Please give details of any experience or skills you feel demonstrates your suitability for the post.

I understand that any employment, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

Signed:

Date;

Data Protection Information

The information which you have supplied on this form will be processed and may be held on computer and will be held on your personal records file if you are appointed.

The information used will also be used for equality monitoring and statistical purposes. By signing this application, you will be deemed to have given your consent to this, including information which may be considered to be sensitive and personal.

Equalities Monitoring Form

The company is committed to having a workforce that reflects the diverse make-up of the residents and employees. To help us monitor and achieve this objective, job applicants and through periodic requests, current staff, are asked to provide specific information so that we have an accurate picture of our workforce and can check that our employment practices do not unlawfully discriminate. The information you give is confidentially managed and does not affect your job application.

Nationality _____

ETHNIC ORIGIN - Please circle, indicating the category that best describes your ethnic origin.

White: British, Irish, Other (please specify) _____

Asian or Asian British: Indian, Pakistani, Bangladeshi, Other (please specify) _____

Mixed: White & Black Caribbean, White & Black African, White & Asian, Other (please specify) _____

Black or Black British: Caribbean, African, Other (please specify) _____

Chinese: Chinese

Any other Ethnic background: (please specify) _____

Gender (please circle)

Male

Female

Age Range (please circle)

Up to 19

46 - 55

20 - 25

56 - 65

26 - 35

Over 65

36 - 45

Disability (please circle)

Disabled applicants who meet the minimum essential requirements to fulfil the role are guaranteed an interview. We want to ensure that disabled people are considered on an equal basis. To do this please answer the following questions:

Do you consider yourself to be disabled? Yes / No

If yes, do you consider yourself to be disabled under the terms of the Disability Discrimination Act? Yes / No

The Equality Act 2010 defines disability as 'a mental or physical impairment that has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities'.

Is there anything you would like us to know about your disability to assist you in the recruitment process?

What is your religion/belief? (please circle)

Buddhist	Muslim
Christian	Sikh
Hindu	Other religion/belief
Jewish	None

What is your sexual orientation? (please circle)

Heterosexual / Bisexual / Gay/lesbian

Are you in good health? Yes / No

If no, please give details. (optional as a medical questionnaire will be given with job offer letter)

Your Health

Declaration:

I confirm that I know of no reason, in relation to my physical and/or mental health why I would not be able to undertake the duties required for the post applied for.

Sign: _____ Date: _____

Please send completed application form to either; Manager, Edward House, 86 Mill Road, Burgess Hill, West Sussex, RH15 8DZ or email manager.edwardhouse@njch.co.uk