**Application For Employment**

# Our policy is to recruit our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we do not accept a CV unless accompanied by a fully completed application form.

Please fill in the application form below and remember to check it carefully, as once the form has been submitted it cannot be changed. Please note that questions marked with an asterisk \* are not mandatory and are optional to be answered.

|  |  |
| --- | --- |
| **Position applied for:** |  |
| **Where did you see this role advertised?** |  |

**Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **First name(s):** |  | **Surname:** |  |
| **Previous surname(s):** |  | **\*Title:** |  |
| **National Insurance number:** |  |
| **Home address:** |  |
| **Email address:** |  |
| **Mobile phone number:** |  |
| **\*Home phone number:** |  |
| **Do you require/hold a UK work permit or visa?** | ☐Yes ☐No |
| **If yes, date of expiry:** |  |
| **Do you hold a current, full driving licence?** | ☐Yes ☐No |
| **If yes, is it a clean driving licence?** | ☐Yes ☐No |
| **If your licence is not clean, please give details:** |  |
| **Do you have access to a vehicle for work purposes?** | ☐Yes ☐No |

**Application For Employment**

Details entered in this part of the form will be held by the recruiting employer and will be made available to the short-listing panel.

|  |  |
| --- | --- |
| **Position applied for** |  |
| **Reference number**(internal admin only)  |  |

**Education & Professional Qualifications**

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| --- |
| **All relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check.** Most recent qualifications first. |
| **Subject/Qualification** | **Place of study** | **Grade/result** | **Year obtained** |
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**Relevant Training Courses Attended**

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| **Please provide details regarding training courses that you have attended or currently undertaking, together with the date completed or to be completed by.** |
| **Course title** | **Training provider** | **Duration** | **Year** completed |
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**Membership of Professional Bodies**

Please provide details regarding any relevant professional registrations or memberships. This information will be subject to a satisfactory check.

If professional registration is not relevant to your application then go to **Employment History**.

|  |
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| **If you have current UK professional registration relevant for this post, then please enter the relevant details below.** |
| **Professional body** | **Membership or registration type** | **Membership/Registration number** | **Expiry/****renewal date** |
|  |  |  |  |
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**Employment History**

Please record below the details of your full employment history beginning with your current or most recent first.

**Current/most recent employer (reference always required)**

|  |  |
| --- | --- |
| **Employer name**  |  |
|  **Address** |  |
|  **\*Type of business** |  |  **\*Telephone number** |  |
|  **Your job title** |  |
|  **Start date** *(MM/YYYY)* |  |  **End date** *(MM/YYYY)* |  |
|  **Grade** |  |  **Salary** |  |
|  **Reporting to** (job title) |  |  **Period of notice** |  |
|  **Reason for leaving** (if applicable) |
|  |
|  **Brief description of your duties and responsibilities** |
|  |

**Previous Employer 1**

|  |  |
| --- | --- |
| **Employer name**  |  |
|  **Address** |  |
|  **\*Type of business** |  |  **\*Telephone** |  |
|  **Your job title** |  |
|  **Start date** *(MM/YYYY)* |  |  **End date** *(MM/YYYY)* |  |
|  **Grade** |  |  **Salary** |  |
|  **Reporting to** (job title) |  |
|  **Reason for leaving** (if applicable) |
|  |
|  Br**ief description of your duties and responsibilities** |
|  |

**Previous Employer 2**

|  |  |
| --- | --- |
| **Employer name**  |  |
|  **Address** |  |
|  **\*Type of business** |  |  **\*Telephone** |  |
|  **Your job title** |  |
|  **Start date** *(MM/YYYY)* |  |  **End date** *(MM/YYYY)* |  |
|  **Grade** |  |  **Salary** |  |
|  **Reporting to** (job title) |  |
|  **Reason for leaving (if applicable)** |
|  |
|  **Brief description of your duties and responsibilities** |
|  |

**Previous Employer 3**

|  |  |
| --- | --- |
| **Employer name**  |  |
|  **Address** |  |
|  **\*Type of business** |  |  \***Telephone** |  |
|  **Your job title** |  |
|  **Start date** *(MM/YYYY)* |  |  **End date** *(MM/YYYY)* |  |
|  **Grade** |  |  **Salary** |  |
|  **Reporting to** (job title) |  |
|  **Reason for leaving (if applicable)** |
|  |
|  **Brief description of your duties and responsibilities** |
|  |

**Previous Employer 4**

|  |  |
| --- | --- |
| **Employer name**  |  |
|  **Address** |  |
|  **\*Type of business** |  |  **\*Telephone** |  |
|  **Your job title** |  |
|  **Start date** *(MM/YYYY)* |  |  **End date** *(MM/YYYY)* |  |
|  **Grade** |  |  **Salary** |  |
|  **Reporting to** (job title) |  |
|  **Reason for leaving** (if applicable) |
|  |
|  **Brief description of your duties and responsibilities** |
|  |

**Previous Employer 5**

|  |  |
| --- | --- |
| **Employer name**  |  |
|  **Address** |  |
|  **\*Type of business** |  |  **\*Telephone** |  |
|  **Your job title** |  |
|  **Start date** *(MM/YYYY)* |  |  **End date** *(MM/YYYY)* |  |
|  **Grade** |  |  **Salary** |  |
|  **Reporting to** (job title) |  |
|  **Reason for leaving** (if applicable) |
|  |
|  **Brief description of your duties and responsibilities** |
|  |

**Previous Employer 6**

|  |  |
| --- | --- |
| **Employer name**  |  |
|  **Address** |  |
|  **\*Type of business** |  |  **\*Telephone** |  |
|  **Your job title** |  |
|  **Start date** *(MM/YYYY)* |  |  **End date** *(MM/YYYY)* |  |
|  **Grade** |  |  **Salary** |  |
|  **Reporting to** (job title) |   |
|  **Reason for leaving (if applicable)** |
|  |
|  **Brief description of your duties and responsibilities** |
|  |

If necessary, please add additional employers/information on a separate sheet.

**Employment Gaps**

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| **If you have any gaps within your employment history, please state the reasons for the gaps below.** |
|  |

**References**

Please provide the names and full contact details of your referees.

* References must include your most recent employer and cover a minimum 3 year period of continuous employment, training or education. Your referees will need to confirm this. They may need to comment on your skills, personal qualities and suitability for the post.
* Your referee could be a HR department, line manager or someone in a position of responsibility.
* You must provide an email address for each referee. This may require you to contact your referee to confirm this prior to submitting your application, as this is a mandatory field.
* If you are a student or trainee this should include a teacher/tutor at your school/college or university.
* If you have not been in employment or education for the last 3 years, you may need to supply a character reference or a personal statement. A character reference must not be from a relative or someone who has a financial arrangement with you.
* Emails for employers must be a valid work email address and not the referee’s personal email address unless the email being provided is covering a gap in work history or the employer no longer exists and the referee being used is a personal/character referee.
* All reference requests will be verified by WellChild prior to appointment.

**Referee 1**

|  |  |
| --- | --- |
| **\*Type of reference** | 🞎 Current employer 🞎 Previous employer🞎 School/College/University/Higher Education 🞎 Personal/Character |
| **\*Title** |  | **First Name** |  |
| **Surname/Family name** |  |
| **Relationship** |  |
| **Employer name** |  |
| **Referee job title** |  |
| **\* Address** |  |
| **\* Postcode** |  |
| **Telephone** |  |
| **Referee email address** |  |
| **Period this reference covers** | From: (MM/YYYY) To: (MM/YYYY) |
| **Permission to contact referee if required** | YES: [ ]  NO: [ ]   |

**Referee 2**

|  |  |
| --- | --- |
| **Type of reference** | 🞎 Current employer 🞎 Previous employer🞎 School/College/University/Higher Education🞎 Personal/Character |
| **Title** |   | **First name** |  |
| **Surname/Family Name** |  |
| **Relationship** |  |
| **Employer name** |  |
| **Referee job title** |  |
| **\* Address** |  |
| **\* Postcode** |  |
| **Telephone** |  |
| **Referee email address** |  |
| **Period this reference covers** | From: (MM/YYYY) To: (MM/YYYY) |
| **Permission to contact referee**  | YES: [ ]  NO: [ ]  |

**Supporting Information**

In this section you need to demonstrate that you have read the published job description and person specification for this role and detail how you meet the essential and (where relevant) desirable criteria for this particular position. This can include relevant skills, knowledge, experience, voluntary activities, training etc.

Please indicate your reasons for applying and take the opportunity to highlight your particular talents and strengths, (what you feel you can personally offer- what is unique to you – what sets you apart from other candidates.

Please DO NOT include personal details or duplicate information already provided elsewhere in your application.

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| **Supporting information** (Please continue on additional sheets if necessary). |
|  |

**Declaration**

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation.

|  |
| --- |
| **I agree to the above declaration** |
| **Signature** |  |
| **Name** |  | **Date** |  |