

APPLICATION FOR EMPLOYMENT

- This application form has been designed to tell us all we need to know about you at this stage. Please complete the form in black ink and block capitals and return it to *(name)*. or can achieve these requirements.

Address: Interchange House, 2nd Floor, 81-85 Station Road, Croydon, Greater London, CR0 2AJ, United Kingdom

Post applied for:

Personal Information

Surname:	
Forenames:	
Title (Mr, Mrs, Miss, etc):	
Previous names (if any):	
Current address:	
Daytime telephone number:	
Do you have the right to take up employment in the UK? If no, please provide further details.	YES / NO
If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?	YES / NO
Dates you are not available for interview	

Education and qualifications

From GCSE or equivalent to degree level in chronological order

Establishment	Qualifications gained

Postgraduate education or study or any other professional qualifications

Establishment	Qualifications gained

Work experience

Please give details of your full employment history (continue on a separate sheet if necessary). Please begin with your present or most recent position and then work chronologically backwards.

From	To	Name and address of employer	Job title, description of duties and responsibilities, reason for leaving and salary on leaving

Other Information

Do you have any other training, qualifications, skills or personal qualities relevant to the post (e.g. knowledge of a foreign language, computer literacy, full driving licence, other training courses you have attended, etc.)?

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

Have you made a previous application to the Company? If so, when was this and what was the outcome?

Please give details of your main extra-curricular activities and interests.

Please use this space to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application.

If you are successful, when could you take up your post? How many weeks' or months' notice do you have to give to your current employer?

If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview.

What are your salary expectations?

Referees

Please give details of two referees, one of whom must be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Your second referee should preferably also be a previous employer if you have had more than one job and, if possible, should relate to a role that involved work with vulnerable adults and/or children. Neither referee should be a relative or contemporary.

First referee	Second referee
Name:	Name:
Job title:	Job title:
Address:	Address:
Phone number:	Phone number:
Capacity in which known to you:	Capacity in which known to you:

Rehabilitation of Offenders Act 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a "protected caution" or a "protected conviction" under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is

false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to the Company processing the information supplied on this application form for the purposes of recruitment and selection. I accept that if my application is successful, this application form will form part of my personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Signed:

Date: