

St. Davids DCSR Employment Application Form

SECTION 1

Candidate Number (For Office Use Only):

Post Title: Manager Family Centres Ref No:

YOUR DETAILS

Surname:		Title:	
Other Name(s):			
Address:		Postcode:	
Telephone:	Home:		
	Work:		
	Mobile:		
Email:			
Do you require a permit to work in the UK?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
<i>If non-EU citizen, please give details of entry of residence conditions:</i>			

REFERENCES

Please give details below of three relevant referees, two of which must be your current or most recent employer(s):

Title / Name:	Title / Name:
Position:	Position:
Relationship:	Relationship:
Address:	Address:
Email:	Email:
May we contact this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>
Title / Name:	
Position:	
Relationship:	
Address:	
Email:	
May we contact this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Please give details of any other post(s) at our Organisation for which you have recently applied:

DECLARATION

I certify that the information provided is true and correct and I understand that providing false or misleading information will disqualify me from appointment, or if appointed, will render me liable to disciplinary action which could lead to dismissal.

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Signed:		Date:	
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Data Protection: Your application will be processed in accordance with the Data Protection Act 1998

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SECTION 2

Candidate Number (For Office Use Only):

CURRENT EMPLOYMENT

Job Title:	
Present Salary (per annum):	
Duties:	
Reason for leaving:	
Name & Address of Employer:	
Dates (from/to):	
Period of Notice / Date able to Start	

PREVIOUS EMPLOYMENT

Dates	Name & Address Of Employer	Position held & Duties	Reason for leaving
			<i>Please Continue Overleaf</i>

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Section 2 cont.

PREVIOUS EMPLOYMENT CONT.			
Dates	Name & Address Of Employer	Position held & Duties	Reason for leaving

LANGUAGES			
Language(s)	Oral	Written	Reading
	Please indicate as basic, fair, good or fluent		

EDUCATION & TRAINING		
Dates	Institution Attended	Qualification Gained – Subject & Grade

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Section 2 cont.

DRIVING DETAILS				
Do you hold a current full British Driving License?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, do you have any endorsements on this license?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please give details:				

CRIMINAL CONVICTIONS				
Do you have any criminal convictions?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please give details (this should exclude any un-spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974, unless the job for which you are applying involves working with vulnerable adults or children, in which case cautions, bind overs, pending prosecutions, spent and unspent convictions must be declared:				

ADDITIONAL INFORMATION
You should use this area to ensure that you highlight any information that shows how you meet the requirements of the person specification. Please supply a statement of why you are interested in the post. <i>(Please feel free to continue on and attach an additional sheet if you run out of space)</i>

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GUIDANCE NOTES FOR APPLICANTS

These guidelines are to help you complete the application form. Please complete your application in black ink to aid photocopying.

Further Particulars

Please read through the detailed further particulars paying special attention to the essential requirements of the job specification. You should use the additional information section in the application form to fully demonstrate your suitability for the position.

Section 1 (The information in section 1 is viewed by Human Resources only)

References

Please give the name, address and email of two referees, including your existing or last employer, to whom reference may be made in support of your application. If this is your first job then one reference should be from your head teacher, lecturer or similar. Please ensure your referees are in a position to respond promptly as no appointment will be made without the receipt of satisfactory references. If you do not wish us to contact your referee prior to interview, please indicate this in the space provided.

Section 2

Employment

Starting with your current or most recent position, list all the work you have done previously (as you deem appropriate). Please detail any gaps in employment as fully as possible. Please also provide details of any unpaid voluntary work.

Education & Training

Please detail any relevant education or training you have had, starting with the most recent first.

Additional Information

You should use this area to ensure that you highlight any information that shows how you meet the requirements of the person specification. Please describe skills, knowledge and experience that you have gained in your current or previous employment, education, training, voluntary, community and / or leisure interests. Please also provide a statement of why you are interested in the post.

Please continue on a separate sheet if necessary, but ensure that you clearly state the position you have applied for at the top.

Disability

If you consider that you are a disabled person and you require adjustments to be made to the application or interview process, please contact us to discuss your requirements. It would be helpful if you could contact us immediately when you are notified of an interview so that we can make any necessary arrangements for you. St. David's DCSR is committed to ensuring that reasonable adjustments are provided, where appropriate and practicable, for any disabled employee who meets the definition of disability outlined in the Equality Act 2010, to assist them in performing their duties effectively (please see the Equal Opportunities Form for the Definition of Disability).

Completed applications must be returned by the closing date shown on the job advertisement. Thank you for your interest in working with St. David's DCSR.