

Application for Employment

Photograph

Please use black ink, or type

Application for the post of
Reference Number
Department

Personal Details

Last Name

First Name(s)

Address

Post Code

Date of Birth

Telephone Number (Home)

(Work)

Email (home)

Email (work)

Do you have a disability which may have a bearing on this application (please see Guidance Notes)

Do you require a Work Permit

Department for Education Number - (teachers only)

Educational Achievements

Place of Study

Dates of Study

Qualifications Awarded

Grade

Membership of Professional Bodies

Name of Association

Date Awarded

Indicate whether by examination or by invitation

Level

Training (Please give details of relevant training undertaken)

Date

Present or most recent work experience

Name of Employer (for paid work)

Job Title

Salary

Date commenced

Notice required

Brief Description of Duties and Responsibilities

Previous work and other relevant experience (paid or unpaid) (most recent first)

Name/Address of Employer	Job Title	From		To	
		Month	Year	Month	Year

References

One of your referees should have knowledge of your current or most recent work if applicable. We normally only take up references for the successful candidate and, if you are shortlisted, we will ask you to bring contact details to your interview. However, on occasion, we take up references for shortlisted candidates prior to interview. Please provide below details of referees whom we may approach prior to interview, if necessary.

- | | | |
|----|----------------------|---|
| 1. | First Name | Last Name |
| | Address | Tel. No |
| | | Position in Organisation |
| | Post Code | Professional relationship to applicant |
| | Email Address | |
| 2. | First Name | Last Name |
| | Address | Tel. No |
| | | Position in Organisation |
| | Post Code | Professional relationship to applicant |
| | Email Address | |

Have you ever been convicted of a criminal offence? YES/NO (Delete as appropriate)

(Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have, in the past, been subjected to criminal proceedings resulting in conviction(s). However, certain types of employment are excluded, under the Rehabilitation of Offenders Act 1974 (Exemptions) Order, 1975, from the protection of the Act. It is therefore, suggested that you take the appropriate advice if you are in any doubt as to the correct answers to give).

If yes, please specify date of conviction, Court, nature of offence and sentence imposed.

Data Protection Act 1984

All or parts of the information on this form may be stored on computer files and used for the purpose of personnel administration. Such use will be subject to the provisions of the Data Protection Act 1984.

Declaration

I certify that the information given on this form is correct.

I understand that any wilful omission or falsification may lead to the disqualification of this application or dismissal if appointed to the post applied for.

Signed Date

Photocopy of

- Passport
- Driving Licence / International Drivers Permit

must be included with application