

**PRIVATE AND CONFIDENTIAL**

**Application for Employment**

**Position applied for:** Click here to enter text.

**Personal Details**

 **Title:** Click here to enter text.

**Name Forename(s):** Click here to enter text.

 **Surname:** Click here to enter text.

 **Address:** Click here to enter text.

 **Postcode:** Click here to enter text.

 **N.I. No:** Click here to enter text.

 **Email:** Click here to enter text.

**Contact Tel No (Home):** Click here to enter text.

**Information Tel No (Mob):** Click here to enter text.

**Current Driving Licence**

**Do you have a current driving licence?** Choose an item.

**Group/category(s) (refer to licence):** Click here to enter text.

**Expiry Date:** Click here to enter text.

**Details of Endorsement(s):** Click here to enter text.

**Are there any restrictions on you taking up Employment in the UK?**

Choose an item.

**If YES, please provide details:** Click here to enter text.

**Where did you see this post advertised?** Click here to enter text.

**Education** (please complete in full and use a separate sheet if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College/University** | **Subject** | **Grade obtained** | **Year Obtained** |
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**Employment History** (please detail your current and previous 2 employers.

Please use a separate sheet if you have any periods of unemployment).

 **Name of Employer:** Click here to enter text.

 **Address:** Click here to enter text.

 **Dates of employment:** Click here to enter text.

**Last/Current Job Title:** Click here to enter text.

**Employment**

 **Duties:** Click here to enter text.

 **Rate of Pay: £**Click here to enter text.

 **Reason for Leaving:** Click here to enter text.

 **Notice Period:** Click here to enter text.

 **Name of Employer:** Click here to enter text.

 **Address:** Click here to enter text.

 **Dates of employment:** Click here to enter text.

**Previous Job Title:** Click here to enter text.

**Employment**

**#2 Duties:** Click here to enter text.

 **Rate of Pay: £**Click here to enter text.

 **Reason for Leaving:** Click here to enter text.

 **Notice Period:** Click here to enter text.

 **Name of Employer:** Click here to enter text.

 **Address:** Click here to enter text.

 **Dates of employment:** Click here to enter text.

**Previous Job Title:** Click here to enter text.

**Employment**

**#3 Duties:** Click here to enter text.

 **Rate of Pay: £**Click here to enter text.

 **Reason for Leaving:** Click here to enter text.

 **Notice Period:** Click here to enter text.

**Current Membership of Professional bodies (ie. CIPD, NMC)**

Please note any professional bodies you are a member or registered with:

Click here to enter text.

**Other Employment**

Please note any other employment that you would continue with if you were to be successful in obtaining the position:

Click here to enter text.

**Leisure Interests**

Please note here your leisure interests, sports and hobbies, other pastimes, etc

Click here to enter text.

**Reference** (please note here two persons from whom we may obtain both character and work experience

 references one of which must be your last employer)

 **Title:** Click here to enter text.

 **Forename(s):** Click here to enter text.

 **Surname:** Click here to enter text.

**Reference #1**

 **Address:** Click here to enter text.

 **Postcode:** Click here to enter text.

 **Contact No:** Click here to enter text.

 **Position Held:** Click here to enter text.

 **May we approach the above prior to interview?** Choose an item.

 **Title:** Click here to enter text.

 **Forename(s):** Click here to enter text.

 **Surname:** Click here to enter text.

**Reference #1**

 **Address:** Click here to enter text.

 **Postcode:** Click here to enter text.

 **Contact No:** Click here to enter text.

 **Position Held:** Click here to enter text.

 **May we approach the above prior to interview?** Choose an item.

**General Comments**

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification). Please use a separate sheet if required.

Click here to enter text.

**Criminal Record**

Please note any criminal convictions except those “spent” under the Rehabilitation of Offenders Act 1974. If note please state. In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure & Baring Certificate from the Disclosure & Barring Service/Disclosure Scotland.

Click here to enter text.

**Declaration** (please read this carefully before signing this application)

1. I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires use to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure Scotland for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

 **Signed**: **Date**:

**Please return completed applications to:**

PLANED, The Old School, Station Road, Narberth, Pembrokeshire, SA67 7DU

Email: julied@planed.org.uk