****

**Employment Application**

We are committed to equal opportunities and welcome applications from all sections of the community

**POST APPLIED FOR:**

Job Reference No:

Closing Date:

**1. PERSONAL DETAILS**

Name: Mr/Mrs/Ms/Miss: Address: Postcode:

Email address:

Tel Contact No: (Home)

(Work)

(Mobile)

Can we contact you at work? 

Do you have an entitlement to work in the United Kingdom? 

If yes, is your entitlement time limited? Expiry Date:

National Insurance No:

Do you have a valid driving licence? 

If yes, please indicate type:

Do you have any live endorsements/penalty points? 

If yes, please provide details

**2. PRESENT/MOST RECENT EMPLOYMENT**

Job title Employer name

Employer address

Current salary/hourly rate

Notice Required

Employment Start Date

Brief Outline of Job Role and Responsibilities:

|  |  |  |  |
| --- | --- | --- | --- |
| **3. PREVIOUS EMPLOYMENT (State most recent first and include any paid and unpaid unemployment)** | | | |
| Employer’s Name | Position Held | From (mm/yy) | To (mm/yy) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4. EDUCATION/QUALIFICATIONS (Give details of all secondary schools/colleges attended. You will be required to provide evidence of qualifications gained)** | | | | |
| Name of Secondary School/College/ University | Dates  From To | | Qualification | Grade attained |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Membership of Professional Associations**  Please give details of the name of the association, membership grade/level and membership number | | | | |

|  |  |
| --- | --- |
| **5. RELEVANT TRAINING AND NON QUALIFICATION COURSES**  **(Provide details of any training that may be relevant to your application including dates/duration)** | |
| Training Course | Date |
|  |  |

|  |
| --- |
| **6. SUPPORTING INFORMATION** |
| Use this section of the application form to explain why you are applying for the job, concentrating on how your skills, knowledge and personal qualities match the requirements of the person specification. Continue on a separate sheet if necessary. |
|  |
|  |

**7. REFERENCES**

Please enter the names and addresses of *two* referees. One should be your present or most recent employer. References will only be taken up and considered after selection and an offer of employment has been made.

**Referee 1** Name: Relationship: Address: Telephone No: Email:

**Referee 2** Name: Relationship: Address: Telephone No: Email:

**Do you consent to Sefton New Directions Ltd contacting your referees?** 

**Are you related to any Employee or Client of Sefton New Directions Ltd?** 

Name: Relationship:

**How did you find out about this vacancy?**

**If you were recommended by a current New Directions Ltd Employee, please state who**

**8. CRIMINAL RECORD BUREAU/INDEPENDENT SAFEGUARDING AUTHORITY CHECK**

**Offers of employment to regulated and exempt posts will be subject to a satisfactory enhanced disclosure via the Disclosure and Barring Service (DBS)**

**The Safeguarding Vulnerable Groups Act**

All applicants for posts defined as a ‘regulated’ activity within the Company will be subject to an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

# Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2 years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must, therefore, disclose whether you have any previous criminal convictions, whether or not they are spent, cautions, reprimands or warnings.

Should you identify that you have any of the above, this will be discussed in confidence at interview. However if you do not disclose any of the above it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal.

People who have convictions, cautions, reprimands or warnings will be treated fairly and given every opportunity to establish their suitability for the job. Any information that you give will be kept in strict confidence and will be used only in respect of your application for this job.

Only convictions, etc, that are relevant to the job in question will be taken into account.

# Do you have any criminal convictions, cautions, reprimands or warnings?

**If yes please give details:**

**DECLARATION**

To the best of knowledge and belief all the particulars I have given are true. I acknowledge that providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or where the discovery is made after an appointment in termination of contract. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

**Signature:**

**Date:**