

### Job Application Form

Please return completed application form to (insert address) By (insert date)

Position applied for: \_\_\_\_\_

Personal Details			
Full Name		Title : (Miss/Mrs/Mr)	
Address			
Postcode			
Telephone number		Mobile	
Date of Birth		NI Number	
ISA registration number			
Daytime contact number if different from above			

References			
<p>Please give two references, one of which should be your present or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of a friend.</p>			
Name		Name	
Position		Position	
Organisation		Organisation	
Address		Address	
Telephone		Telephone	
Can references be obtained prior to interview? Yes/No			



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If you are not a European Union citizen please state if a work permit is required:

Yes  No

What notice period does your current employer need? \_\_\_\_\_

When could you start work? \_\_\_\_\_

### Convictions

If you are applying for a job where you will have regular contact with children under 18 years of age you must give details of any conviction (conviction, date and sentence) on a separate sheet of paper and attach it to this form. This post is exempt from the Rehabilitation of Offenders Act 1974

Please complete the following declaration:

**I am applying for a job working with children and I have a conviction for which I attach details:**

Yes  No  *(please tick appropriate box)*

**Anyone barred from working with children on the ISA register is committing an offence if they apply for this post.**

### Information in support of your application

Please give brief relevant information in support of your application relevant to the post available (refer to personnel specification)

*Please continue on a separate sheet if necessary and attach it to this form.*

Do you have a health/disability problem that is relevant to your job application?

Yes  No

If so, please give details:

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This will not have a detrimental effect on your application.

<b>Declaration</b>	
I declare that the information given on this form is correct to the best of my knowledge and I understand that any false statements on this form will justify my dismissal from this post.	
Signed	
Date	
<b>Monitoring information</b>	
Under the terms of the Data Protection Act 1998 the information you give us will be kept confidential.	
(insert name) has adopted an Equal Opportunities Policy and is keen to ensure that this policy is fully effective. As part of our policy we asked all applicants to complete this form.	
Post applied for	
Date applied	

*Please tick the appropriate box*

1. I am: Female  Male

2. I would describe my racial/ethnic origin\* as:

Black /Asian

Black/African

Black/Caribbean

White/ European

Other (please specify)

\*Please note this section is primarily about ethnic/racial origin and not nationality or citizenship.

3. How did you hear about this vacancy? (newspaper, Job Centre Plus, friend, etc)

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Thank you for completing this monitoring form.

SAMPLE