# APPLICATION FOR EMPLOYMENT

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| CANDIDATE NO:  [For Office Use] | POSITION: Chief Executive Officer |
| PERSONAL DETAILS | |
| Title …………………………………  Name: ……………………………………….……………………………………………………………..  Address :…………………………………………………………………………………………………………  …………………………………………………….…….. Postcode: ………………………………  Tel. No: ………………………………………… ………..…………………………………………….  Email: ………………………………………… Mobile: …………………………………………………..  Do you require a work permit?  Yes  No | |
| **STATEMENT OF PREVIOUS CONVICTIONS** | |
| *In the course of their duties some of our employees come into contact with children, young people or vulnerable adults. There may be certain cases where, because of the nature of the offence, individual applicants with previous convictions may not be suitable for certain positions. For this reason and in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) we request all prospective applicants for posts requiring a Disclosure & Barring check, to reveal any previous convictions that are not protected. We would stress this information will be kept strictly confidential and will not be used to discriminate unlawfully against any individual*. **Do you have any previous convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?**  Yes  No  **Do you have any prosecutions pending?**  Yes  No  **If yes please give details on our DBS Declaration Sheet** I understand that a DBS Check will be carried out once a job offer has been made.  *N.B. Disclosures of offences not relevant to your proposed work, will not adversely affect your offer of employment with Gosport Voluntary Action.* | |
| In the interests of Equal Opportunities, this sheet will not be available for candidate shortlisting. | |
| I Certify that the information I have given is accurate to the best of my knowledge.  Signature: ……………………………………… Date…………………………….. | |

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| CANDIDATE NO:  [For Office Use] | | |  | | | | | | |
| PRESENT/PREVIOUS EMPLOYMENT PAID OR UNPAID[Please start with current position and include detail relating to any career break[s].] | | | | | | | | | |
| POSITION | | EMPLOYER | | | | | FROM/TO | | REASON FOR  LEAVING |
|  | |  | | | | |  | |  |
| CANDIDATE NUMBER [FOR OFFICE USE] | | | |  | | | | | |
| FORMAL EDUCATION and TRAINING | | | | | | | | | |
| DATES | METHOD OF STUDY AND ESTABLISHMENT ATTENDED | | | | | EXAMINATIONS PASSED/QUALIFICATION OBTAINED | | SUBJECT  & GRADES | |
|  |  | | | | |  | |  | |
| DETAILS OF OTHER COURSES ATTENDED | | | | | | | | | |
| DATES | COURSE TITLE & ORGANISER | | | | | | | SUBJECTS | |
|  |  | | | | | | |  | |
| Are you a Member of any Professional Bodies/Organisations  Yes  No  If so, please detail, including date[s] admitted: …………………………………………………………...  ………………………………………………………………………………………………………………….. | | | | | | | | | |
| CANDIDATE NO:  [For Office Use] | | | | |  | | | | |
| EXPERIENCE/PERSONAL SKILLS [Please give details of all experience and personal qualities RELEVANT to the advertised post. Please be as brief as possible without omitting necessary information (approx 1000 words).] | | | | | | | | | |
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| CANDIDATE NO:  [For Office Use] |  |
| **REASONS FOR APPLYING FOR THIS POSITION** | |
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| **LEISURE ACTIVITIES** *that may be relevant to the post* | |
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| **REFERENCES** Please give two referees, one of whom should be you present or last employer | |
| Name: …………………………………………… Office Telephone No: ………………………………. Address: ………………………………………………………………………………………………………..  ……………………………………………………………… Postcode: …………………………  Name: …………………………………………… Office Telephone No: ……………………………….  Address: ………………………………………………………………………………………………………..  ……………………………………………………………… Postcode: …………………………. | |
| **MISCELLANEOUS** | |
| Do you hold a full U.K. driving licence? Yes/No  Do you have any points or endorsements on your driving licence? Yes/No  Do you have any prosecutions Pending? Yes/No  Do you own a car? Yes/No  Where did you see this position advertised? ………………………………………………………………… | |

Hjs: public/HR/recruitment