

# Application Form for Employment

Please Complete in CAPITALS. Applicants will be judged on the information provided on this form.

<b>First name(s)</b>		<b>Surname</b>	
<b>Position applied for</b>			<b>Ref No.</b>
<b>Address</b>			<b>Tel</b>
			<b>Mob</b>
<b>Email</b>			

**Current or most recent employment (paid or unpaid):**

<b>Name and address of employer</b>			
<b>Job title</b>		<b>Current salary</b>	
<b>Dates of employment</b>			
<b>From</b>		<b>To</b>	
<b>Reason for change</b>			
<b>Brief description of main duties and responsibilities:</b>			
<b>Notice required by present employer</b>			

**Previous employment:**

Please start with the most recent and include paid/unpaid/voluntary work – continue on a separate sheet if necessary.

Employer and type of business	Job title and key duties	Period of employment		Reason for leaving
		From	To	

## Education and training:

<b>Name of school / college / university / training provider</b>	<b>Details of qualifications obtained (include dates awarded)</b>

## Information to support your application:

Please give further details of why you feel you are a suitable candidate for this post. Continue on a separate sheet if necessary.

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## Referees:

Please provide the contact details of **work** referees to cover the past 3 years employment history, one of whom should be your current or most recent employer. If you have no previous employment, please provide referees from your school or college or from any voluntary/temporary work. **Do not include family members or friends.**

Referee 1					
Full Name					
Job Title					
Address					
Tel No		Fax No		Email	
May we contact this referee prior to interview, without first consulting you?					<input type="checkbox"/> Yes <input type="checkbox"/> No

Referee 2					
Full Name					
Job Title					
Address					
Tel No		Fax No		Email	
May we contact this referee prior to interview, without first consulting you?					<input type="checkbox"/> Yes <input type="checkbox"/> No

Referee 3					
Full Name					
Job Title					
Address					
Tel No		Fax No		Email	
May we contact this referee prior to interview, without first consulting you?					<input type="checkbox"/> Yes <input type="checkbox"/> No

## No Smoking Policy

Our strict No Smoking Policy is absolute and applies at all times. If you do smoke then you should be prepared to smoke within designated smoking areas and only during break times.

Tick as appropriate:  Non Smoker  Occasional Smoker  Smoker

## Rehabilitation of Offenders Act 1974

The position for which you are applying involves contact with vulnerable groups and is exempt from the above Act and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about criminal convictions, cautions, reprimands and final warnings that would otherwise be considered 'spent' under the Act, or any other information that may have a bearing on your suitability for the post.

**Have you ever been convicted of any offence by the courts or cautioned, reprimanded or given a final warning by the Police?**  Yes  No

If Yes please give details of offences, penalties and dates on a separate sheet and attach to this form in a sealed envelope marked 'Confidential Disclosure'. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

**Are you aware of any police enquiries undertaken following allegations made against you which may have a bearing on your suitability for this post?**  Yes  No

If Yes please give details on a separate sheet and attach to this form in a sealed envelope marked 'Confidential Disclosure'.

If your application is successful you will be required to obtain a CRB Disclosure at the appropriate level and your appointment will be subject to a criminal record check from the CRB before the appointment is confirmed.

Having a criminal record will not necessarily bar you from employment. In line with the company's policy on recruitment of ex-offenders this will depend on the circumstances and background to your offences.

## Declaration:

I declare that, to the best of my knowledge, the information given in this application is correct. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed. I declare that I am not banned or disqualified from working with vulnerable groups or subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority.

<b>Signed</b>		<b>Date</b>	
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[If submitting electronically. Please leave blank, you will be asked to sign this at interview stage if necessary.](#)

## Data Protection:

In compliance with the Data Protection Act 1998, the information provided will only be used to assess your suitability for the job. Personal information will be held securely and confidentially. It will be processed fairly and lawfully, only disclosed in appropriate circumstances and not held longer than necessary. Kennedy Scott abides by the CRB Code of Practice, a copy of which may be provided on request.

## Returning your application:

Thank you for taking the time to complete your application. We are committed to making selection and interview processes fair for all applicants. If you have any access requirements please provide more details below.

**Kennedy Scott is an equal opportunities employer. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any unlawful grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.**