

# EMPLOYMENT APPLICATION FORM



## DETAILS OF VACANCY

Post Title:

Post Number:

Closing Date:

Where did you see the post advertised?

Newspaper

Magazine

Website please state:

Other please state:

Website / Other - Please State:

## PERSONAL DETAILS

Title:

Mr / Mrs / Ms / Miss / Other (Please State)

First Name(s):

Surname:

Previous names (if any):

Address:

Postcode:

National Insurance Number:

Are you eligible to work in the UK?

Yes

No

Email Address:

Tel (Home):

Tel (Mobile) :

Preferred method of contact:

Please state if you are a qualified professional either regulated by an institute or other professional body:

## AVAILABILITY

Please tell us when you are unavailable to attend a test / interview in the next 4 weeks from the closing date. We may not always be able to offer alternative dates, so please make arrangements to be available on test and interview dates, where advertised.

## EMPLOYMENT HISTORY

<b>Post title:</b>		<b>Salary:</b>	£
<b>Current Employer's (or last employer's) name and address</b>			
<b>Company Name:</b>			
<b>Name:</b>			
<b>Address:</b>			
		<b>Postcode:</b>	
<b>Date from:</b>		<b>Notice required or date left:</b>	
<b>Reason for leaving:</b>			
<b>Brief description of duties and responsibilities:</b>			
Please provide details of your previous employment, starting with the most recent first. Please continue on an additional sheet if necessary.			
<b>Company Name:</b>			
<b>Employer:</b>			
<b>Post title:</b>			
<b>Date from:</b>		<b>Date to:</b>	
<b>Reason for leaving:</b>			
<b>Company Name:</b>			
<b>Employer:</b>			
<b>Post title:</b>			
<b>Date from:</b>		<b>Date to:</b>	
<b>Reason for leaving:</b>			
<b>Company Name:</b>			
<b>Employer:</b>			
<b>Post title:</b>			
<b>Date from:</b>		<b>Date to:</b>	
<b>Reason for leaving:</b>			

## VOLUNTARY OR UNPAID WORK

Please tell us about any voluntary or unpaid work you have been involved with

**Employer:**

**Post title:**

**Date from:**

**Date to:**

**Reason for leaving:**

**Employer:**

**Post title:**

**Date from:**

**Date to:**

**Reason for leaving:**

## GAPS IN EMPLOYMENT HISTORY

Please tell us about any gaps in your employment history.

**Date from:**

**Date to:**

**Reason:**

**Date from:**

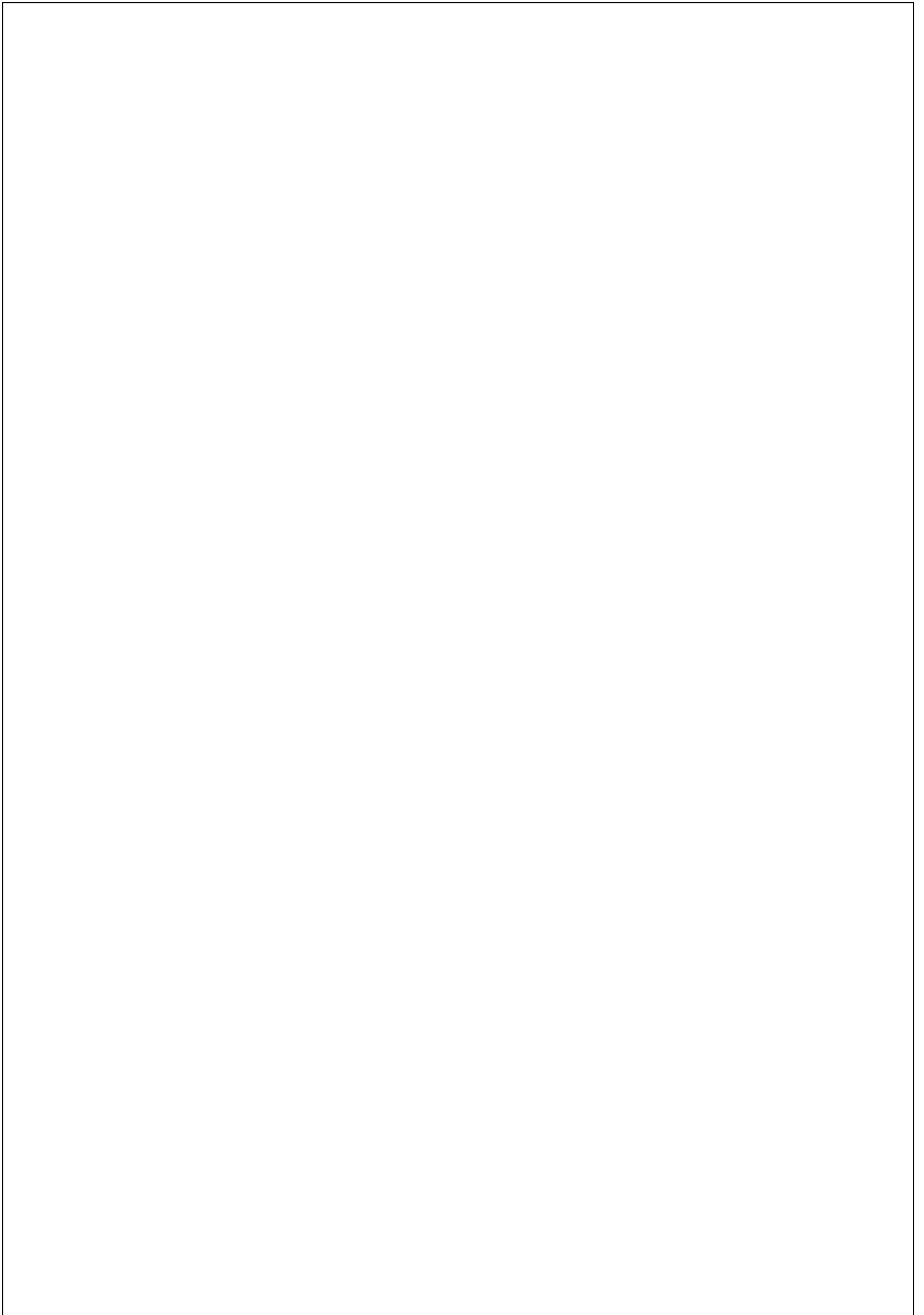
**Date to:**

**Reason:**

## SUPPORTING EVIDENCE

Please explain how you meet the requirements on the Job Description & Person Specification. These are listed as Essential Skills & Criteria – Both are measurable from the application form.

Give as much relevant evidence as you can in support of each of these criteria. You should include examples from paid or voluntary work, or details of relevant training or short courses. Curriculum Vitae (CV's) are not accepted. Continue on an additional sheet if necessary.



## RELEVANT QUALIFICATIONS AND MEMBERSHIP OF PROFESSIONAL BODIES

Please give full details of relevant educational and post-related training and qualifications (you should include details of any comparable overseas qualifications).

SCHOOL / COLLEGE / UNIVERSITY	FROM	TO	COURSE / TITLE / SUBJECT	RESULT ACHIEVED

NAME OF PROFESSIONAL TECHNICAL ASSOCIATION	PROFESSIONAL REGISTRATION NUMBER	MEMBERSHIP LEVEL	DATE JOINED

## REFERENCES

Please provide details of two people who will act as a referee for you. Your first referee should be a recent employer (either voluntary or paid work). References from friends or colleagues will not be accepted.

Please ensure you seek consent from your referees, and they are able to respond immediately if asked for a reference.

FIRST REFEREE	SECOND REFEREE
<b>Name:</b>	<b>Name:</b>
<b>Position held by referee:</b>	<b>Position held by referee:</b>
<b>Relationship to you:</b>	<b>Relationship to you:</b>
<b>Organisation:</b>	<b>Organisation:</b>
<b>Address:</b>	<b>Address:</b>
<b>Postcode:</b>	<b>Postcode:</b>
<b>Email Address:</b>	<b>Email Address:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>May we contact your referee if prior to an offer of employment is made?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>May we contact your referee if prior to an offer of employment is made?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

## VERIFICATION OF INFORMATION

Please note that answering **YES** to the questions in the verification information section will not necessarily prevent you from being considered for the post.

## RELATIONSHIP WITH MEMBERS OF STAFF

**Do you have a close relationship with an employee or Board Member of The Quetzal Project?**

Yes       No

If yes, please provide brief details:

## DISCIPLINARY ACTION

**Have you been the subject of a formal disciplinary sanction in your current employment?**

Yes       No

**Are you in the process of on-going disciplinary proceedings in your current employment?**

Yes       No

**Have you been the subject of a formal disciplinary sanction in any previous employment?**

Yes       No

The organisation may discuss the reasons for this with you and your current or previous employer should you be called to interview.

## CRIMINAL RECORD

It is the organisation's policy that you declare any unspent convictions.

**Have you any unspent convictions to declare?**

Yes       No

**Are you currently the subject of any Police investigations following allegations made against you?**

Yes       No

If the post you are applying for is exempt under the terms of the Rehabilitation of Offenders Act 1974, you are also required to state spent convictions, cautions, reprimands and final warnings. The advertisement will state if Disclosure & Barring Service (DBS) clearance is required for the post.

**Have you any spent convictions to declare?**

Yes       No

**Are you included on the DBS Children's Barred List of individuals considered to be unsuitable for working with children?**

Yes       No

**Are you included on the DBS list of individuals considered to be unsuitable for working with vulnerable adults?**

Yes       No

### DRIVING LICENCE

**Do you hold a full driving licence valid in the UK?**       Yes       No

**Do you have any motoring convictions (spent or unspent)?**       Yes       No

If you have answered **YES** to any of the above questions (except holding a valid UK driving licence), please give details of offences, penalties, dates and country in which they occurred, or of allegations made against you. Please put this information in a sealed envelope marked 'Confidential' with your name and the post number you have applied for, and attach this to your completed application form. If you are emailing your application form to us, please attach this information as a separate document.



## DECLARATION

**By submitting this form as an email attachment, or by you signing this declaration you are confirming the statements given below which may be referred to if required in the future.**

- I confirm that the details that I have provided in this application form are correct, and that I have not deliberately withheld any relevant information. I have not canvassed any employee either directly or indirectly in connection with this application.
- I understand that the deliberate falsification of information, failure to disclose relevant information or an act of canvassing on my part, may lead to my application being rejected, any offer of appointment being withdrawn or, actual appointment being terminated.
- I understand that it would be a criminal offence for me to apply for a post that involves working with children, young people and / or vulnerable adults if my name is included on the Independent Safeguarding Authorities List of those barred from working with such groups.
- I give consent, should a job offer be made, for The Quetzal Project to obtain details of my attendance record over the last two years, including periods of sickness and the reasons behind them, for reference purposes, and held in accordance with the Data Protection Act 1998.
- I give my consent to this information being processed and stored for the duration of my employment and to fulfil the statutory, or recommended, retention periods when I am no longer an employee at The Quetzal Project.
- I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998.

<b>Signature:</b>		<b>Date:</b>	
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**Please return your completed application form to email: [farah@quetzal.org.uk](mailto:farah@quetzal.org.uk) or alternatively send your signed application form to:**

**Marked: Private & Confidential**

**Farah Hussain  
Manager  
The Quetzal Project  
14 – 16 Talbot Lane  
Leicester  
LE1 – 4LR**