



Job Application Form

Vacancy Details

Job Title:

Personal Details

Surname:	Title:
Email Address:	
First Name(s):	
Address:	
Postcode:	
Phone Number:	Mobile Phone Number:

Present and Most Recent Employment

Job Title:	Salary:
Date Started: Leaving Date (<i>if applicable</i>):	
Employer's Name:	Telephone Number:
Address:	
Postcode:	
Main Duties and Responsibilities:	
Reason for Leaving (<i>if applicable</i>):	
Notice Required:	

Previous Employment (*previous 10 years history required*)

Name and Full Address of Employers	Job Title and Main Responsibilities	Dates From	Dates To	Reason(s) for Leaving

Secondary, Further and Higher Education

School, College or University <i>(including location)</i>	Dates From	Dates To	Qualifications Obtained <i>(Including date, level and grade)</i>

Training and Development (*Including job related activities relevant to the application*)

Training Courses Attended <i>(name training provider)</i>	Dates From	Dates To	Qualifications Gained

Membership of Professional Organisations

Organisation	Level of Membership	Examination Yes/No	Date Awarded

Public Duties or Social Activities *(include details of any public duties and/or activities with voluntary organisations)*

--

Additional Information

Do you hold a full current driving licence?

Do you have any endorsements?

Do you have the use of a car?

Asylum and Immigration Act 1996

To enable us to comply with our obligations under the Asylum and Immigration Act, you will be asked to provide written proof of your rights to work in the United Kingdom before any job offer is made to you. You will be given details of the original document (s) which are required at the appropriate time.

Are there any restrictions regarding your right to work in the UK?

If YES please provide details on a separate piece of paper.

Rehabilitation of Offenders Act 1974

Have you ever been cautioned or convicted of a criminal offence?

If YES please give details on a separate piece of paper. You are not required to give details of a 'spent conviction' as provided by the Rehabilitation of Offenders Act 1974 unless the post is one that involves direct contact with children or vulnerable adults where we need to know about all convictions.

Disclosure and Barring Service Check

If this post is subject to a satisfactory Disclosure and Barring Service Check, you will need to disclose all cautions, reprimands and warnings as well as convictions, in addition to completing this application form you are required to provide us with details of all spent and unspent convictions. A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment.

Supporting Statement

Please use this section to provide further information in support of your application. This needs to be related to the requirements of the job and should cover the following:

- The experience, skills, knowledge and personal qualities which you consider make you suitable for the job.
- Your reasons for applying.

References

Please give the names and addresses of two referees. One should be your present or most recent employer. The second should be a person who can comment on your skills and abilities in relation to the job for which you have applied. Additional referees may be sought from previous employers, particularly for positions working with vulnerable people.

In some instances references may be taken up prior to interview. Please state if you do not wish the references below to be requested until you are informed that your application has been successful.

<p>Name:</p> <p>Job Title:</p> <p>Address:</p> <p>Postcode:</p> <p>Telephone Number:</p> <p>Email address:</p> <p>I do/ do not wish this reference to be taken up prior to interview <i>(delete as applicable)</i></p>	<p>Name:</p> <p>Job Title:</p> <p>Address:</p> <p>Postcode:</p> <p>Telephone Number:</p> <p>Email address:</p> <p>I do/ do not wish this reference to be taken up prior to interview <i>(delete as applicable)</i></p>
---	---

Declaration

I declare that to the best of my knowledge the information given by me is true and complete. I understand that if after appointment any information is found to be inaccurate this may lead to dismissal without notice.

In accordance with the Data Protection Act 1998, I hereby authorise Bloxwich Community Partnership to process the information contained in this application form for recruitment and selection purpose.

Signature:

Date:

Please ensure this form is returned via email to:

recruitment@bloxwichcp.co.uk