



St Margaret's Children & Family Care Society

Application for Employment

Position Applied For: _____

Personal Information

Surname: _____ Title: _____
First Name: _____ National Insurance Number: _____
Maiden Name: _____ Date of Birth: _____
Address: _____ Daytime telephone number: _____
_____ Evening telephone number: _____
_____ Mobile Number: _____
Post Code: _____ e-mail: _____

Qualifications and Training

Date	Establishment	Qualification/s	Subject	Grade

Membership of Professional Body (if applicable)

Body: _____ Membership/Status: _____
Renewal Date: _____ Number: _____

Employment Experience

Please give details of your employment history in chronological order starting with your current post. Please account for any gaps in employment. Please do not submit a c.v.

Dates	Employer's Name	Job title and brief description of duties	Salary and reason for leaving

Relevant Experience

Please state how your experience, skills and qualifications meet the requirements of this post. You may attach additional sheets if necessary.

Leisure Activities – Other Interests

Attendance

Please indicate any periods of absence during the past two years.

Dates	Total No of Days	Reason for Absence

References

Please provide the names of two references one of whom must be your current employer.

Name: _____ Job Title: _____
Organisation: _____ Telephone number: _____
Address: _____
Post Code: _____
In what capacity do you know this person: _____

Name: _____ Job Title: _____
Organisation: _____ Telephone number: _____
Address: _____
Post Code: _____
In what capacity do you know this person: _____

Please note that it is our policy to take up references prior to interview. If you do not wish us to contact your current employer please tick this box.

Declaration

I confirm that the information I have given is correct and complete. I accept that any misleading or untruthful statements may result in dismissal.

Signature: _____ Date: _____



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Declaration Form

General Information

Do you hold a current full driving licence? Yes No

Do you need a work permit to work in the U K? Yes No

Notice

How much notice is required by your current employer? _____

Disability

If you have a disability please tell us if there are any reasonable adjustments we can make to assist you in this post.

Health

Do you now or have you ever suffered from any physical ailments or mental health ailments which might impair your ability to undertake the duties associated with this post?

Yes No

If you have answered yes to this question please give full details on a separate sheet. Please note that it may be necessary to undertake a medical reference.

Criminal Record

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974. Any convictions, cautions, reprimands, and final warnings on your record, spent or unspent, must be disclosed.

Have you ever been convicted of a criminal offence or been cautioned or reprimanded or given a final warning by the police? Yes No

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

If you answered yes to any of these questions please give full details on a separate sheet of paper including dates of offences and court appearances and include them in a sealed envelope marked for the attention of the Director.

Are you subject to any disciplinary action or legal proceedings? Yes No

Declaration

I confirm that the information I have given is correct and complete and that any false statements may render me liable to dismissal without notice. I understand that an enhanced disclosure check will be undertaken. I also understand that the information given in this form will be used for recruitment purposes and that, should I become an employee, St Margaret's Child and Family Care Society may use and process this information.

Signature _____ Date _____