

APPLICATION FOR EMPLOYMENT

STRICTLY CONFIDENTIAL

Post applied for:

GUIDANCE NOTES

- Please complete this form - do not attach CV.
- Electronic applications are acceptable.
- The information provided on this application form will remain confidential and will be used for the purpose of selection and recruitment. Where the application is successful, Action Deafness may, from time to time thereafter, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing, whether by means of computer or otherwise, will take place in accordance with the provisions of the Data Protection Act 1998. By signing this form, you will be providing the company with your consent to these uses.

Equal Opportunities: Action Deafness is an equal opportunities employer. We are committed to a policy of treating all employees and job applicants equally. Our aim is that all colleagues or prospective employees do not receive less favourable treatment as a result of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Equally, we aim to ensure that no such employee is disadvantaged by terms and conditions of employment which cannot be justified.

1 CONTACT DETAILS

Surname:		Forename(s):	
Address (inc postcode)	Title	Mr/Mrs/Ms/Dr/Other (specify)	
	Tel		
	Mobile		
	Email		

2 ELIGIBILITY TO WORK WITHIN THE UK

Are you currently eligible to work in the UK?

YES/NO

3 EMPLOYMENT HISTORY starting with current or most recent *(continue on a separate sheet if necessary)*

Employer's Name and Address Dates of Employment (from/to) Reason for leaving	Job Title and details of responsibilities	Salary and Other benefits

Continue on separate sheet if necessary.

4 GENERAL EDUCATION *please detail relevant qualifications*

School (Full or Part-time)	Qualification(s) obtained, subjects and grades	Date Awarded

Continue on separate sheet if necessary.

5 FURTHER/VOCATIONAL/HIGHER EDUCATION

College/University (Full or Part-time)	Qualification(s) obtained, major subjects/grades	Date Awarded

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6 TRAINING *(inc apprenticeships, training courses, professional training and details of any professional membership)*

Training Provider inc dates (from/to)	Details of course and qualification/membership

7 PERSONAL STATEMENT IN SUPPORT OF YOUR APPLICATION

Please provide details of relevant experience, principal achievements and personal qualities and explain how you meet the skills set out in the job description / person specification. Include any activities, experience, skills and training, which will support your application for this post.

Continue on additional sheet if necessary.

8 REFERENCES

- All appointments are subject to the receipt of two satisfactory references.
- Please provide details of two referees; one of whom **MUST** be your current or most recent employer; the second, a similar individual from a previous employment.
- If you are without two previous jobs please provide the name of a personal referee.

Referee 1 (Current/Most Recent Employer):	
Name:	
Company:	
Address:	
Email Address:	
Capacity in which you know the referee:	
Capacity in which you were employed:	
Dates of employment:	
Referee 2:	
Name:	
Company:	
Address:	
Email Address:	
Capacity in which you know the referee:	
Capacity in which you were employed:	
Dates of employment:	
May we contact your referees?	YES/NO
9 OTHER	
Do you have a full, current driving licence?	YES/NO
Do you have your own vehicle?	YES/NO
Have you ever been convicted of any offence or “bound-over” or given an official caution?	YES/NO
Are you currently the subject of any on-going criminal investigations or are you awaiting the outcome charges pending against you?	YES/NO
Have you had any contact with the police or involvement or findings by Civil / Family Courts in this country or abroad?	YES/NO
<i>If you have replied yes to any of these three questions please provide details, including dates, on a separate sheet and attach it to this form marking your envelope “Strictly Private and Confidential”.</i>	
Have you worked for Action Deafness before?	YES/NO
Date employment commenced/terminated	
Reason for termination	
Job Title/Department	
Line Manager	
Have you applied to work for Action Deafness before?	YES/NO
Where did you see this position advertised?	

10 EQUAL OPPORTUNITIES

Action Deafness welcomes applications from disabled people. Please indicate if there is anything that we need to do or take into consideration to ensure that the shortlisting process is fair in relation to people with disabilities:

The invitation to shortlisted candidates for interview will ask if you need any adjustments for the interview itself. There will also be an opportunity at the interview to discuss any adjustments to the workplace or working arrangements that may be required to enable you to carry out your duties if you are recruited.

11 SAFEGUARDING (Subject to the Rehabilitation of Offender Act)

- I understand that failure to disclose or any intention to knowingly withhold such information may be deemed as just cause for gross misconduct and as such may lead to my instant dismissal from Action Deafness.
- I understand that if my application is successful, I may be required to obtain a DBS disclosure at the appropriate level.

12 DATA PROTECTION STATEMENT

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request, the right to access personal data held about them.

I hereby give my consent to Action Deafness for processing the data supplied in this application form for the purpose of recruitment and selection.

13 DECLARATION

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution. I also understand that any job is subject to satisfactory references, probationary period and if necessary, DBS disclosure.

Signed: _____

Date: _____