

# EMPLOYMENT APPLICATION FORM

**PLEASE COMPLETE IN CAPITALS USING A BLACK PEN**  
**YOUR PERSONAL DETAILS:**

**HOME NAME:**

Title: (Dr, Mr, Miss, Mrs, Ms)		Surname:	
First Name(s): In full (no nick names)			
Previous Name(s): (Maiden name etc.)			
Nationality:		Home Tel. No:	
National Ins. No:		Mobile Tel. No:	
Address:	Any physical or psychological condition which may limit your ability to perform the duties of the position sought, including history of back or neck injuries or dermatitis?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	If yes what: (Please describe how you would still be able to carry out the duties below or overleaf)		
Postcode:			
Email Address: (1 character per space)			
Quantity of dependency entitlement carried over from previous employers	Weeks (if any)	Do you have:	
		a) The use of car?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		b) A full licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## THE POSITION SOUGHT:

Position required		Full or part time?	
When will you be available for work?		Will you continue to work elsewhere?	
Have you worked for us before?		If Yes - when & in what capacity?	
Have you been recommended by a current employee?		If Yes - by whom?	

## YOUR EDUCATION:

Schools	From	To	Exams Taken & Results
College/University	From	To	Courses & Results
Further Education	From	To	Courses & Results

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**YOUR FULL EMPLOYMENT HISTORY WITH NO GAPS (MOST RECENT FIRST)**

(There is no need to duplicate information if you are attaching your CV)

Employers Name, Address & Tel No	Contact Name	Period From - To	Position Held	Leaving Salary	Reason for Leaving

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## YOUR REFERENCES

Please provide 4 references if possible: 1. Your current or most recent employer. 2. Your previous 2 employers prior to that. 3. A professional person that knows you.

Full Name	Full Name
Job Title	Job Title
Yrs known to me	Yrs known to me
Full Address	Full Address
Email address	Email address
Telephone No	Telephone No
Full Name	Full Name
Job Title	Job Title
Yrs known to me	Yrs known to me
Full Address	Full Address
Email address	Email address
Telephone No	Telephone No

## YOUR DECLARATION:

**Do you have any criminal convictions?** Yes  No

**Are you on the DBS Adult's Barred List?** Yes  No

If YES give details below: Failure to disclose may lead to dismissal. Disclosures will be treated in strict confidence and criminal records will be considered only for recruitment purposes. This post is exempt from the provision of section (2) of the Rehabilitation of Offenders Act 1974, due to the nature of the employment your entitlement to withhold information which for other purposes are 'spent' does not apply. We meet the requirements in respect of exempted questions under this Act. Any offer of employment you receive is strictly subject to our subsequent receipt of satisfactory DBS checks before your appointment is confirmed as permanent. The Disclosure includes cautions, reprimands, final warnings and convictions).

Convictions: \_\_\_\_\_

I declare that the information given in this application is truthful and complete and I understand that employment will be considered subject to these particulars being correct. I give my permission for you to contact current or previous employers and referees.

I declare that I am physically and mentally fit for the purposes of performing the work offered.

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_  
*To be signed at interview*

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### DISCLOSURE AND BARRING SERVICE (DBS)

If you subscribe to the online update service with DBS you will authorise us to be able to read it. If you do not, the following applies.

Upon your acceptance of our job offer we will request a DBS check on your behalf. Your DBS report will be posted by DBS directly to you and is your property to take with you wherever you work. We will need to see the original DBS report before you can commence your employment with us.

The cost of your DBS is £61.60 or £52.00 for Housekeepers, and is your liability. We pay this for you as an advance on your salary which you will repay at £15 per month maximum.

For administration purposes your first salary payment will be made via a cheque for the DBS amount of £61.60/52.00 and the balance by bank transfer.

If you leave our employment you will pay any balance outstanding out of your final salary.

If you accept our job offer and change your mind please let us know ASAP. If we have already paid for the DBS you will be invoiced and required to pay this back to us.

I agree to the above, and authorise you to apply for my DBS check if I accept your job offer and deduct the payments from my salary payments.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
*To be signed at interview*