

Application Form

Office Use Only

Site/Location _____

Vacancy ref: _____ Closing Date: _____

Position applied for: _____ Based at: _____

Where did you hear about this vacancy? _____

1. Personal Details

Title: _____ Forenames: _____ Surname: _____

Date of Birth: _____ Previous/Other Names: _____

Current Address: _____

Postcode: _____ At Current Address Since: _____ (month and year)

Telephone Number (Home): _____ (Mobile): _____

National Insurance Number: _____ Do you require a Work Permit? _____

Your email address: _____

Are there any dates you would be unavailable for interview? _____

2. Employment Details

Current/Most Recent Employer Name & Full Address: _____

Job Title: _____ Salary: _____

Date of Appointment: _____ Notice Period: _____

Brief description of duties: _____

Reason for Leaving: _____ Leaving Date: _____

Current/Most Recent employers will be contacted for a reference. Please tick if you would like to be contacted before they are approached.

3. Training & Education

Main Qualifications (Education institutions may be contacted for a reference):

Dates	School/College/University	Qualifications Gained	Grade

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Relevant training and non-qualification courses attended:

Dates	Course	Duration

Please continue on a separate sheet if necessary. Certificates will be requested at interview stage.

Please give details of Professional Registration:

Teachers give Teaching Number: _____ Main Subjects: _____

Subsidiary Subjects: _____

Nurses give Pin Number: _____

Give Details of any Professional Membership (not listed above): _____

Date _____ Body _____ Status _____

Have you ever had a Criminal Records Check with the DBS? If yes, please give details: _____

Disclosure Number: _____ Date Received: _____ Update Service Member: YES or NO

4. Employment History *Please continue on a separate sheet or attach a CV if necessary. We reserve the right to contact all previous employers should circumstances require.*

Please give details of all previous employment, starting with the most recent after that given on Page 1.

Please provide an explanation for ALL gaps in employment history since leaving education:

Dates		Employer Name & FULL Address	Position & Duties	Reason for Leaving
from	to			
MM/YYYY	MM/YYYY			
MM/YYYY	MM/YYYY			
MM/YYYY	MM/YYYY			
MM/YYYY	MM/YYYY			
MM/YYYY	MM/YYYY			
MM/YYYY	MM/YYYY			

5. Application

Please give details of relevant experience, personal qualities, and any other information in support of your application, you may find it useful to refer to the job description and/or person specification, you may also wish to refer to personal or family related experiences / examples:

6. Interests or Hobbies which may be relevant:

7. Drivers Details

Are you a car owner?: _____ Do you hold a current licence?: _____

Please give details of any endorsements etc: _____

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Are you a car owner?: _____ Do you hold a current licence?: _____

Please give details of any endorsements etc: _____

8. Personal References *No appointment will be made without satisfactory references being received.*

Please nominate 2 personal referees (not previous employers and not family members), who have known you for at least 3 years:

Full Name & Title: _____ Full Name & Title: _____

How do you know this person: _____ How do you know this person: _____

Full Address: _____ Full Address: _____

Telephone No: _____ Telephone No: _____

9. Declaration

I declare all the details given here to be true and accurate. I accept that any omission or false statement may result in my dismissal.

I authorise the Company to approach any Government Agencies, Former Employers, Accountants or Personal Referees named to verify the information given and I authorise such agencies or individuals to provide the information requested.

I acknowledge that an employment offer made by the Company is subject to the receipt of references, criminal records checks and medical clearance satisfactory to the Company.

Signed: _____ Date: _____

10. Further Declaration

You are applying for a position that will require contact with children and vulnerable adults; therefore we carry out criminal background checks before appointment and on a regular basis thereafter. See www.gov.uk/dbs for more details.

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)?

Please indicate your answer in item 1 or 2 below.

(Certain old and minor convictions and cautions do not need to be disclosed and they will be filtered from any criminal records check, these are 'protected'. For full details see the Ministry of Justice website or please speak to a member of the Human Resources team). If you withhold relevant information, your application may be declined or any subsequent employment may be terminated.

Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

1. I have nothing to declare*

2. I have something to declare, see details attached*

* Delete as applicable

Signed: _____ Date: _____

Please return this Application Form with the completed Staff Declaration and Equal Opportunities Monitoring Document.

Thank you for your time and interest in the SENAD Group.

Completed forms will remain confidential.