

EMPLOYMENT APPLICATION FORM

PLEASE COMPLETE ALL SECTIONS OF THIS FORM IN BLACK INK USING BLOCK CAPITALS

Post Applied For:

JOB REF:

PERSONAL DETAILS

SURNAME:

FORENAME:

HOME ADDRESS IN FULL:

ADDRESS FOR CORRESPONDENCE:
(if different from home address)

HOME TELEPHONE NO:

WORK/MOBILE TELEPHONE NO:

CAN WE CALL YOU AT WORK? YES NO

EMAIL ADDRESS:

NATIONAL INSURANCE NO:

DO YOU REQUIRE A WORK PERMIT? (Please tick as appropriate)

YES

NO

IF YES, PLEASE GIVE DETAILS:

PLEASE GIVE DATES ON WHICH YOU **WILL NOT** BE AVAILABLE FOR INTERVIEW:

IF SELECTED, WHEN COULD YOU START? (Give period of notice if applicable)

EMPLOYMENT HISTORY (LAST 15 YEARS)

NAME & ADDRESS OF EMPLOYERS, AND NATURE OF BUSINESS: (Most recent first)	POSITION HELD, GRADE & SPECIALITY IF APPLICABLE	FROM MONTH/ YEAR	TO MONTH/ YEAR	SALARY INCLUSIVE OF ALL ALLOWANCES & REASONS FOR LEAVING

As part of the recruitment process we require you to identify and clarify the reasons to any gaps in your employment history

GAPS/REASONS? (Please give details)

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please summarise the duties and responsibility of your present post and highlight any relevant experience and skills that you may have in respect of the post which you are now applying.

WHAT ATTRACTS YOU TO THIS POST? (Please give details)

EDUCATION & QUALIFICATIONS
SECONDARY EDUCATION

WHERE DID YOU STUDY? (Name and Address)	SUBJECT	LEVEL / GRADE	DATE ACHIEVED:

FURTHER EDUCATION INCLUDING PROFESSIONAL QUALIFICATIONS

WHERE DID YOU STUDY? (Name and Address)	SUBJECT	LEVEL/GRADE	DATE ACHIEVED:

QUALIFICATIONS BEING STUDIED FOR

SUBJECT:	EXPECTED DATE OF QUALIFICATION:	LEVEL

INTERESTS & HOBBIES

PLEASE INCLUDE ANY VOLUNTARY WORK, MEMBERSHIP OF CLUBS & INSTITUTIONS ETC.:

DO YOU HOLD A CURRENT DRIVING LICENCE? (Please tick as appropriate) **YES** **NO**

ARE YOU PREPARED TO USE A VEHICLE FOR THE PURPOSE OF WORK? (Please tick as appropriate) **YES** **NO**

HEALTH

Please give details on any absence from work which has occurred with the last 2 years:

NUMBER OF OCCASIONS: TOTAL NUMBER OF DAYS:

IF YOU WISH TO CLARIFY THE REASONS FOR SICKNESS PLEASE STATE BELOW:

REFERENCES

Please give details of three employment reference, one of whom must be your most recent or current employer. Students should give the name of Head Teacher or Tutor as appropriate.

NAME/TITLE:	NAME/TITLE:	NAME/TITLE:
ADDRESS & TEL NO:	ADDRESS & TEL NO:	ADDRESS & TEL NO:
RELATIONSHIP:	RELATIONSHIP	RELATIONSHIP

PERMISSION TO CONTACT THE REFEREES PRIOR TO INTERVIEW **YES** **NO**
 (Please tick as appropriate)

REHABILITATION OF OFFENDERS ACT 1974

PLEASE READ THE DECLARATION AND SIGN AT THE BOTTOM OF THIS SECTION AFTER INDICATING YES OR NO.

Because of the nature of the work for which you are applying this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975.

Applicants are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the Provisions Act and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the organisation.

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

HAVE YOU ANY PREVIOUS CONVICTIONS/CAUTIONS? (Please tick as appropriate) **YES** **NO**

ARE YOU CURRENTLY SUBJECT TO ANY POLICE INVESTIGATION OR COURT CASES? (Please tick as appropriate) **YES** **NO**

IF YES, PLEASE GIVE DETAILS:

Heart, Head and Hands

ADDITIONAL INFORMATION FOR STAFF MATCHING

Name		Date	
Post applied for			
<p>Our aim is to match staff with the people we support. We aim to do this in a number of ways.</p> <p>One way is to match skills and interests.</p> <p>We believe everyone has skills, gifts, talents and interests that they can share and offer to others. These can be considered in terms of what they enjoy doing, what they could do more of, what they are good at and how they can engage others.</p> <p>Please complete the following questions as fully as possible.</p>			
<p>What gifts, skills, talent and interest of the heart do you have?</p> <p>These are things you can offer and share, such as helping people to feel good about themselves and building self-confidence and esteem,</p>			
<p>What gifts, skills, talents and interests of the head do you have?</p> <p>This includes what knowledge you have, or can you get that you can share with others.</p>			

What gifts, skills, talents and interests of the hands do you have?

What practical skills do you have that you can share with others.

What clubs/hobbies etc do you participate in that you could introduce to others?

STATEMENT OF APPLICATION

Please use this space to explain why you are interested in the post and what you can bring to it. People often do not consider skills, talents, interests that they have outside of work to be applicable in a work situation. Often these are the key elements that we are looking for, skills, talents and interests that can be shared with the people we support to engage in activities.

Try to relate your experience (paid and unpaid) to the person specification and/or competencies. Continue on separate sheets if necessary.

I DECLARE THAT THE INFORMATION GIVEN ON THE APPLICATION IS TO THE BEST OF MY KNOWLEDGE TRUE AND COMPLETE.

SIGNED.....

DATE.....

Your completed application form can be returned using one of the following methods:	
Flexible Support Options Ltd Recruitment Department 15-16 Stockholm Close Tyne Tunnel Trading Estate North Shields NE29 7SF	jobs@flexiblesupportoptions.co.uk