

**APPLICATION FORM FOR EMPLOYMENT**

Name:
Address:
Date of Birth:
Position applied for:
Telephone number:
Do you have a full, clean driving licence?
Do you have use of a car?

## Employment history

### Current/most recent employment

Name and address of employer:

Date of commencement of employment:

Position held:

Description of current/most recent post including level and types of responsibility

[Empty rectangular box for notes]

Reason(s) for wishing to leave *(continue on separate sheet if necessary)*

[Empty rectangular box for text]

Previous employment. It is important that you explain any gaps in your employment history. *(Continue on separate sheet if necessary)*

From/to	Name of employer	Post and nature of job	Reason for leaving

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**Education and qualifications**

Please give details of your secondary and further education and any relevant training courses, including any professional qualifications or certificates you hold. *(Continue on separate sheet if necessary)*

Qualifications achieved	Grades	Names of course of study	Full/part time	Date from	Date to

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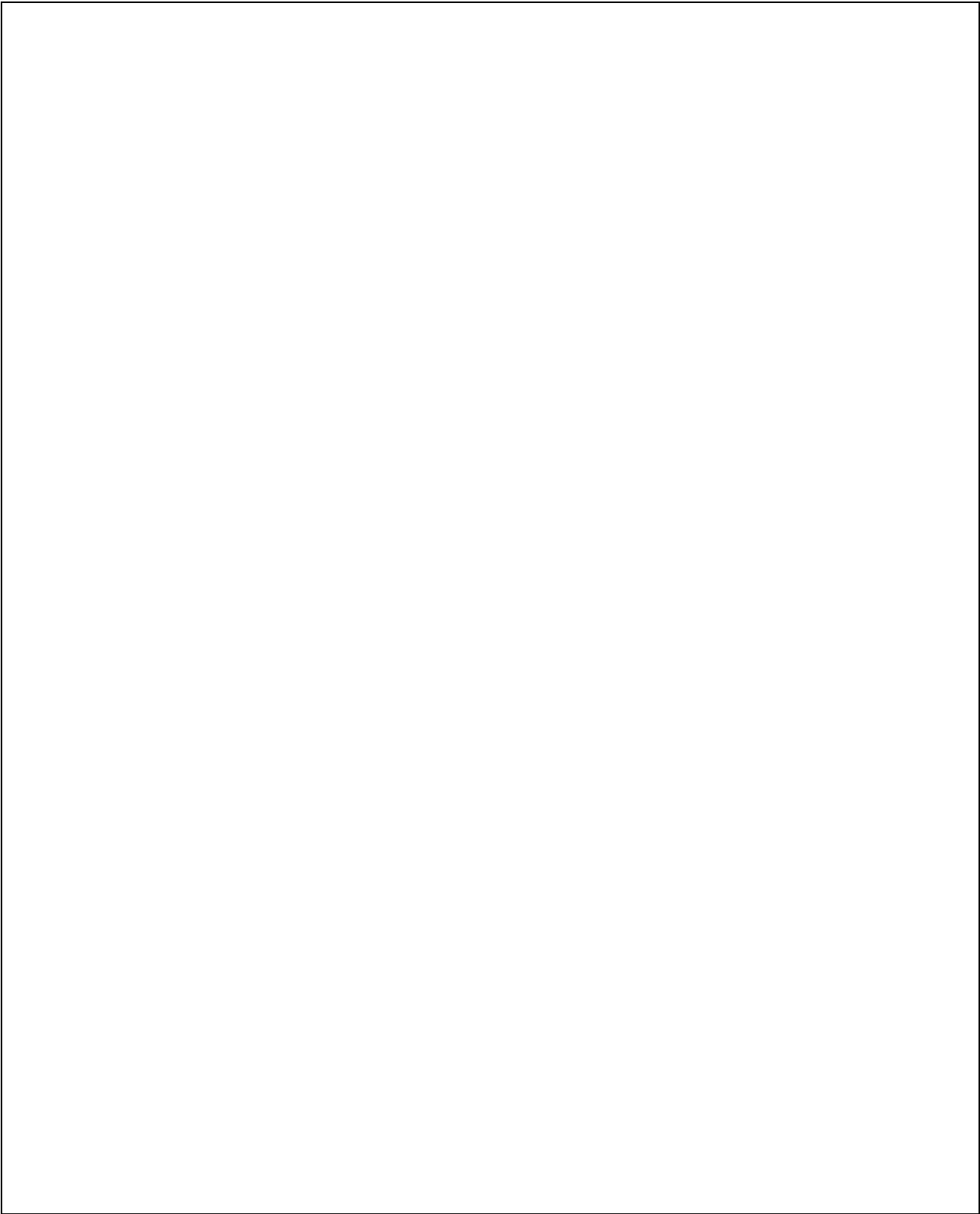
**Additional experience**

Summary of any additional experience/training relevant to this post

**IT knowledge**

Summary of IT packages used and level of expertise

Using the person specification criteria points, please explain why your experience, skills and personal attributes make you suitable for this role. Please use no more than four sides of A4







## Rehabilitation of Offenders Act 1974

This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please contact [Nacro](#) for further advice.

This question must be completed by all applicants. The information disclosed will not be kept with your application form during the application process.

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

If you have answered yes, please send the details to HR Manager, Changing Pathways, PO Box 51, Basildon, SS14 0ND. The envelope should be marked CONFIDENTIAL and state your name and the details of the post.

## Declaration

Should any of the particulars furnished in answer to the above questions be found to be false within the knowledge of the candidate, or should there be any wilful suppression of any material fact, the candidate will, if appointed, be liable to be dismissed.

I certify that to the best of my knowledge the information provided is correct and understand that this declaration constitutes part of the terms of contract for employment if I am successful.

**NB:** Applicants should be aware that providing false information to obtain employment is a criminal offence (S16 Theft Act).

Signed

Dated

**Right to Work**

All employees are obliged to provide documentary evidence of their right to work within the UK, prior to commencing employment.

<p>Do you require a permit to be able to work within the UK?      Yes/No</p> <p>If yes, what is the expiry date?</p>
<p>Are there any restrictions on your right to work within the UK?      Yes/No</p> <p>If yes, what are they?</p>

<p>Do you require any special adjustments for you to be able to attend an interview?      Yes/No</p> <p>If yes, you will be asked to supply details</p>
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I confirm the information within this application form is correct.

<b>SIGNATURE:</b>	
<b>DATE:</b>	