Application For Employment

|  |  |
| --- | --- |
| Role applying for |  |
| Date of application |  |
| Where did you learn of this vacancy?  |  |

# Personal Details

|  |  |
| --- | --- |
| Full Name |  |
| Name you prefer to be known by |  |
| Address |  |
| Preferred telephone number |  |
| Email address |  |
| Do you have a full driving licence? | Yes [ ] No[ ]  |
| Do you have access to transport for work? | Yes [ ] No[ ]  |

## Education qualifications and relevant non-qualification training

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location of study | Date from | Date to | Qualifications gained/ Courses attended | Grades |
|  |  |  |  |  |

## Membership of professional organizations

|  |  |  |
| --- | --- | --- |
| Organisation | Membership Status | Since |
|  |  |  |

# Employment

## Current or most recent employer

|  |  |
| --- | --- |
| Employer’s name |  |
| Address |  |
| Job Title  |  |
| Dates of employment |  |
| Notice required |  |
| Salary per year |  |
| Reason for seeking other employment |  |
| Brief description of role |  |

## Previous employment starting with the most recent

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer’s name | Job title & main responsibilities | Salary per year | Date from | Date to | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Personal Statement

|  |
| --- |
| Please use the person specification to provide as much evidence as possible with regards to the criteria outlined. Describe the relevant experience, skills and knowledge you can bring to this role and any other information to support your application, which may include voluntary work. You may use up to two pages. |
|  |

# Vetting and Declaration

## Referees:

|  |
| --- |
| In line with safer recruitment guidelines, your referees must include:* Your current employer
* Additional employer(s) to cover the last 3 years employment
* If you have one, your clinical supervisor
 |
| Reference 1 | Reference 2 |
| Name |  | Name |  |
| Organisation |  | Organisation |  |
| Position held |  | Position held |  |
| Email address |  | Email address |  |
| Telephone number |  | Telephone number |  |
| May we contact your present employer before interview?  |  |

## Employment of ex offenders

|  |
| --- |
| As this post has substantial access to vulnerable people, under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, you must disclose any criminal conviction, caution or binding over including ‘spent convictions’. If you are appointed you will be required to complete an enhanced DBS check, and may be required to undergo police vetting.  |
| Have you ever been convicted of a criminal offence? | Yes [ ] No[ ]  |
| Nature of Offence | Date of conviction | Penalty or Sentence |
|  |  |  |
|  |  |  |

|  |
| --- |
| I declare that the information on this form is true and understand that any information provided incorrectly may result in the revocation of an offer of employment |
| Signed |  | Date |  |

#

**Please return your completed form by email to recruitment@sv2.org.uk**