



PRIVATE & CONFIDENTIAL

JOB APPLICATION FORM

Post:	Reference No.
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This page of the application form, together with the Equal Opportunities monitoring information, will be removed, prior to the short listing process.

How did you hear about this post?

PERSONAL DETAILS

Surname	Title
Forenames	
Address	
Telephone Number (Home)	
Telephone Number (Day Time)	
(May we contact you at work, with discretion?)	Yes/No
Do you have any special requirements that we can help you with in order to make the application process easier for you?	



1. Male / Female (please delete as appropriate)
2. To which ethnic group do you belong?

White

- British
- Irish
- Any other white background (please specify) _____

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background (please specify) _____

Asian or Asian British

- Indian
- Pakistan
- Bangladesh
- Any other Asian background (please specify) _____

Black or Black British

- Caribbean
- African
- Any other background (please specify) _____
- Chinese
- Other (please specify) _____

3. Do you consider yourself to have a disability as defined by The Disability Discrimination Act 1995?
 YES NO

If yes, please state the nature of your disability _____

EMPLOYMENT RECORD**REF. NO.**

Please give details of your current employment.

Dates	Employer's Name and Address and Nature of Business	Position held and main responsibilities	Reason for leaving

EMPLOYMENT RECORD**REF. NO.**

Please give details of your previous employment explaining any periods of unemployment.

Dates	Employer's Name and Address and Nature of Business	Position held and main responsibilities	Reason for leaving

EDUCATION AND TRAINING HISTORY**REF NO.**

Please attach photocopies of any further education or professional qualifications.

GCSE/GCE Qualifications

Subject	Level	Date

FURTHER EDUCATION DEGREES AND DIPLOMAS

Qualification	Awarding Body	Date

PROFESSIONAL QUALIFICATIONS

Qualification	How obtained	Date

OTHER STUDIES (any other relevant studies you have completed, or are currently undertaking)

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TRAINING

Course	Date

Please give your reasons for applying for this position and explain in what way you meet the criteria set out in the person specification. (Please continue on additional sheets, if necessary.)

GENERAL INFORMATION**REF NO.****Current salary and benefits****Notice requirement****Do you possess a current driving licence?****Yes / No****Please give details of any endorsements.****Do you require a work permit?****Yes / No****National Insurance Number**

Please give details of any convictions, other than those that are 'spent' under the provision of the Rehabilitation of Offenders Act 1974. Failure to disclose such convictions could result in dismissal. Any information given will be treated in the strictest confidence.

How many days have you had off work due to sickness, during the last two years?**Please give details****Have you previously applied for a post with S&RH/SBC ?****Yes / No****If Yes:- Position applied for:****Date of Application:****Were you interviewed:**

REFERENCES**REF NO.**

Please give details of two referees, one of whom should be your last employer.

Name	Name
Job Title	Job Title
Address	Address
Telephone Number	Telephone Number

May we contact your referees prior to an offer of employment? Yes / No

RELATIONSHIPS

Are you a relative (by blood, marriage or otherwise) or friend of someone who is, or has been, an employee, Director or Board member of the company?
Yes / No

If yes, give details

DECLARATION

Any appointment offered will be on the basis of your application and interview. The employer reserves the right to terminate your employment without notice, in the event that it is discovered that the information provided was not accurate in some material way.

I confirm that, to the best of my knowledge, the information given on this form is true and correct and can be treated as part of my subsequent Contact of Employment.

I understand that the appointment may be subject to a satisfactory medical examination.

In the event of being short listed, I understand that, where the post is exempt from the Rehabilitation of Offenders Act 1974, I shall be asked to complete a confidential declaration regarding any convictions.

Signed:

Date: