



## EMPLOYMENT HISTORY

1. Name and Address of present or most recent employer	From	To
	Current Salary	
	Position held	
Notice required in current post		
2. Name and Address of previous employer	From	To
	Salary	
	Position held	
3. Name and Address of previous employer	From	To
	Salary	
	Position held	
4. Name and Address of previous employer	From	To
	Salary	
	Position held	
5. Name and Address of previous employer	From	To
	Salary	
	Position held	

## COMMUNITY OR OTHER VOLUNTARY EXPERIENCE

Please give brief details of any community or other voluntary work undertaken, naming the relevant organisation and outlining your responsibilities etc.

## LEISURE

Please give details of your leisure interests, sports, hobbies and other pastimes.

Do you attend a fellowship or church? YES  NO  If YES please give details

If offered the position will you continue to work in any other capacity YES  NO

If YES please give details

## REFERENCES

Please give the name, address and telephone number of two persons from whom we can obtain both character and work experience references. The first, wherever possible should be your current/or most recent employer/school/college. Please do not use personal friends or relatives as referees.

1. Name .....

Position .....

Address .....

.....

Telephone No. ....

2. Name .....

Position .....

Address .....

.....

Telephone No. ....

If you are shortlisted, we will contact your referees before the interview

Please indicate if we should contact your current employer YES  NO

## REHABILITATION OF OFFENDERS ACT 1974

By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the provisions of Section 4.2 of the Rehabilitation of Offenders Act 1974 do not apply to any employment which is concerned with the provision of certain services and which is of such a kind as to enable the holder to have access to persons in receipt of such services in the course of his/her normal duties. Your answer to the following question should include any "spent" convictions.

Have you ever been convicted of a criminal offence YES  NO  If YES please give details

## GENERAL COMMENTS

Please detail below your specific reasons for this application, your main achievements to date and the strengths you would bring to this post (please continue on a separate sheet of paper if required).

## HEALTH DETAILS

Do you have any disabilities which may affect your application? YES  NO  If YES please give details and specify any special needs in relation to your disability.

Are you registered disabled? YES  NO  If YES please state RDP No. ....

Please list any diseases, disorders, allergies, muscular skeletal injuries from which you have suffered or do suffer.

Please detail any form of medicine, drugs or treatment you are currently and/or regularly receiving.

Please list all absences from work in the past 12 months and the reasons for such absences.

## DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of your intention and obtain your permission prior to contacting your doctor).

Signed: ..... Date: .....

**Please return to the Personnel Manager at the address on the head of this form**

### **FOR OFFICE USE ONLY**

Interview Date and Notes:

Offer Letter: Y/N Date: Rejection Letter: Y/N Date:  
Acceptance: Y/N Date: References sought: Y/N Date:  
Medical: Y/N Date Date Filed: