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| **APPLICATION FOR EMPLOYMENT**  **Please type or write in black ink** |



The information given will be processed for employment selection and statistical purposes. If you are successful, we will keep your application form. If you are unsuccessful, we will destroy it no later than three months from our decision not to employ you.

|  |  |
| --- | --- |
| Position applied for |  |

### PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| Forename(s) | Surname | Title |
| Current Address:  Post code:  National Insurance Number: | Home telephone:  Mobile:  Work telephone:  May we use your work number to contact you?  Yes  No  E-mail address: | |
| Do you require a work permit/permission to work in the UK? Yes  No  Are you an EU national? Yes  No | |

### EDUCATION/QUALIFICATIONS/TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| Starting with the most recent, please give details of your education and training. (Certificates may be required if you are called for interview). | | | |
| School/College/University / Training Provider | From  [month/year] | To  [month/year] | Qualifications gained with grade, if any |
|  |  |  |  |
| Please give details of any professional body membership: | | | |

**EMPLOYMENT HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please give details of all positions held since completing your full time education, starting with your most recent position. If you have no employment record please complete the separate section below. Please continue on a separate sheet of paper if necessary. | | | | | |
| From  [month/year] | To  [month/ year] | Employer’s name and address | Position and key responsibilities | Salary and any financial benefits | Reason for leaving |
|  |  |  |  |  |  |

**EMPLOYMENT HISTORY (CONTINUED)**

|  |  |  |
| --- | --- | --- |
| Periods unaccounted for (e.g. unemployment, voluntary work, career breaks, travel). | | |
| From  [month/year] | To  [month/year] | Details |
|  |  |  |

**ADDITIONAL INFORMATION**

|  |
| --- |
| Is there any further information you would like to give in support of your application? Use this section to show how you meet the requirements for the role. You might include interests outside of work that are relevant. **Please continue on a separate sheet if necessary.** |
| When would you be able to take up a new appointment, if successful? |

**ARRANGEMENTS FOR INTERVIEW**

|  |
| --- |
| Please specify any special arrangements you will need in order to attend interview. |

**CRIMINAL RECORD**

|  |
| --- |
| Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the DBS (Disclosure and Barring Service). We will tell you if this is necessary. |

**WORK REFERENCES**

|  |  |
| --- | --- |
| Please note here the names, addresses, e mail addresses and telephone numbers of two people from whom Westcott House may obtain both character and work experience references. Please explain their relationship to you. One should normally be your most recent employer. Please explain why this is not so, if applicable. | |
| Name | Name |
| Position and relationship to you | Position and relationship to you |
| Address | Address |
| Telephone number | Telephone number |
| E-mail address | E-mail address |
| Do we have permission to contact this referee before the interview?  Yes   No | Do we have permission to contact this referee before the interview?  Yes   No |

Any processing of personal data by the College will be in accordance with the principles set out in the Data Protection Act. Applications of unsuccessful candidates will be destroyed after three months.

###### APPLICANT DECLARATION

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 Westcott House reserves the right to require me to undergo a medical examination after offer of employment. (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 our intention and to obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and I understand that information will be processed in accordance with the Data Protection Act.
3. I understand that if offered a position by the Company, my engagement will be subject to satisfactory references.

**Signed:**

**Date:**