

APPLICATION FOR EMPLOYMENT

Please note that a Curriculum Vitae will not be accepted as a substitute for the information requested on this form. Please ensure that any additional or specific information requested in an advertisement or information pack is provided together with this form at the time of submission. A Curriculum Vitae may also be included as an additional document. The information you provide on this form will be used by our clients staff responsible for making an appointment and for that purpose only – a copy of the form will be kept on the personal file of any successful candidate – other forms will be destroyed within one year of the date of the application.

SECTION 1 – PERSONAL INFORMATION

Position Applied For/preferred area of work

Where did you hear about the job?

Title

Last Name

First Name(s)

Contact Details

Street Address & Town	<input type="text"/>
Postcode:	<input type="text"/>
Telephone Day:	<input type="text"/>
Telephone Evening:	<input type="text"/>
Mobile:	<input type="text"/>
Email:	<input type="text"/>

National Insurance Number

Nationality

Do you require a work permit to work in the UK?

Yes

No

Do you hold a current driving licence?

Yes

No

Have you been convicted of any criminal offences, which cannot be regarded as spent convictions under the Rehabilitation of Offenders Act 1974 or do you have any proceedings pending?

Yes

No

If yes, please give details [You do not have to give information on spent convictions]

Do you have a health problem or disability which is relevant to the post for which you are applying?

Yes No

The Disability Discrimination Act 1995 defines disability as – ‘a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities’.

If yes, please give details and any reasonable adjustments that would assist you in employment.

GENERAL HEALTH

How would you describe your general state of health?
Please give details of any serious illnesses or accidents in the last 5 years

SECTION 2 – EDUCATION

SECONDARY, FURTHER AND HIGHER EDUCATION *(please see over page for professional/technical qualifications)*

Dates		School/College/University	Subjects studied, qualifications with grades attained	Dates attained
From	To			

SECTION 3 – TRAINING AND DEVELOPMENT

TECHNICAL, PROFESSIONAL or OCCUPATIONAL TRAINING, QUALIFICATIONS and MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS

Dates		College, Institute or Employer	Type of training, subjects studied, qualifications with grades attained	Dates attained
From	To			

SECTION 4 – EMPLOYMENT HISTORY *(please list most recent employer first)*

Please state amount of notice required by current employer.
Please state "none" if applicable.

Notice Required

Earliest date available for employment

Dates		Name and Address of Employer	Position Held	Reason for Leaving
From	To			

Employment History continued over page

EMPLOYMENT HISTORY continued..

Dates		Name and Address of Employer	Position Held	Reason for Leaving
From	To			

DESCRIPTION OF CURRENT ROLE

Please provide a brief description of your current or last job and any other information about skills, personal qualities and experience which you consider relevant to the advertised position. Please feel free to continue on a separate sheet if necessary.

INTERESTS, HOBBIES AND FURTHER INFORMATION

Please provide brief details of any interests, hobbies or further experience which may be helpful to your application. This information may cover a wide range of subjects and does not have to be work-related.

REFEREES

Please state the names and addresses of two people who have consented to act as your referees, one of whom should be your current or last employer. **We will not contact a referee without your prior consent.**

Telephone

Telephone

Email

Email

SECTION 5 – EQUAL OPPORTUNITIES STATEMENT

Our Client is committed to the active pursuit of an equal opportunities policy. It aims to ensure that all of its employees, prospective employees, and people it has dealings with are treated equally and that no one receives less favourable treatment on account of disability, race, colour, nationality, ethnic origin, gender, sexual orientation, marital status, religious or political beliefs, or on any grounds which are not relevant to good employment practice for staff or cannot be shown to be justified.

SECTION 6 - DECLARATION

I understand that any offer of employment by the client is based upon the accuracy of statements contained in this application.

I declare that all statements given are, to the best of my knowledge, an accurate statement of facts and that any false statement could result in the appointment being declared invalid.

Signed [*as this form is being emailed – it is not necessary to complete the signature box at this stage – however, those invited to interview will be asked to countersign their application form at interview.*]

Date

Print Name

Thank you for completing this application form.

Please email this form together with any accompanying documents to: Helen Simmons, office@creative-solutions.org

Creative Solutions Consultancy Limited,

office@creative-solutions.org or post to

Creative Solutions Consultancy Limited,

Briston Lodge, Holt Road, Briston NR24 2HR