

Application for Employment

(Strictly Confidential)

Please print clearly

Post applied for:	
Surname: (Mr/Mrs/Miss)	First names:
Address:	Tel. No: Mobile No. Work No. <i>(would be used with discretion)</i> Email:
Postcode:	
National Insurance Number:	
Do you hold a full clean driving licence?	Yes/No
Do you own/have use of a car?	Yes/No
Do you have any endorsements? If so, give expiry dates and full details:	Yes/No
Present job title/employer:	Notice required:
Current salary:	
Are you a British subject or a national of any EU country?	Yes/No
If not, do you have the right to work in the UK and a current work permit?	Yes/No
If so, please state the expiry date of your right to work in the UK and/or your work permit:	
Have you ever been convicted of a criminal offence? (including any convictions outside the UK)	Yes/No
If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.	
Do you require any special arrangements to be made for your interview/assessment test on account of a disability?	Yes/No
If yes, please give brief details of the effects of your disability on your day-to-day activities and any other information that you feel would help us to accommodate your needs during your interview/assessment test and thus meet our obligations under the Equality Act 2010:	
Have you got any holidays pre-booked? If so, please give dates.	Yes/No

Please detail your 5 year history of both employment and education.

If you have been unemployed or not in education during the last 5 years, please specify. *Please attach an additional sheet if required.*

Name and address of employer or educational establishment	Dates (to and from)	Salary	Description of post held and duties	Reason for leaving	Reference
					Name: Job Title: Relationship: Address: Telephone No: Email:
					Name: Job Title: Relationship: Address: Telephone No: Email:
					Name: Job Title: Relationship: Address: Telephone No: Email:
					Name: Job Title: Relationship: Address: Telephone No: Email:
					Name: Job Title: Relationship: Address: Telephone No: Email:

Educational qualifications – if not listed in 5 year history

Secondary schools attended:	Dates (to and from):	Exams passed (with grades):
Further education:	Dates (to and from):	Course of study/exams passed (with grades):

Please give details of any apprenticeship/professional/commercial training:

Please list any trade or professional qualifications:

Are you a member of any professional institution? If so give details (including grade or class):

Have you ever been dismissed from a position? If so, give details:

Please list any leisure activities that you enjoy:

Please give any details you feel are relevant in support of your application, including why you are interested in this post. Use additional sheets if necessary.

References

Eleanor Palmer Trust require that you provide referees to cover **all** of your **previous 5 years** of employment or education. Please ensure you have provided the names and addresses of referees to cover this period in the 5 year history above - Please attach an additional sheet if required.

Please note if you have been unemployed or not in education during this time, a referee should also be provided to cover this period.

Referees will be contacted following offer and confirmation of employment.

Data Protection

If your application for employment is successful, the personal data supplied with your application and other information relating to employment will be held on file for the duration of your employment and for six further years. Some details may be checked with relevant organisations, but none will be disclosed for any inappropriate purpose. You may have access to your personal information on request. If your application is unsuccessful, your application form and other personal data supplied will be destroyed.

Please sign below to indicate your acceptance for the Charity to hold your personal data.

I hereby give my consent to Eleanor Palmer Trust processing the data supplied in this application form for the purpose of recruitment and selection

Signature..... Print Name:

Declaration

I confirm the information given by me on this form is accurate and I understand that any offer of employment is dependent upon the accuracy of the above information and that withholding or mis-stating facts as requested may be the cause for refusal of employment with the Company or disciplinary proceedings and in appropriate cases, criminal charges.

I confirm authorisation for approaches to be made to former employers, educational establishments, government agencies and personal referees for verification of the above information.

Signature:

Date:

Eleanor Palmer Trust founded 1558 (Incorporating the Samuel & Rebecca Byford Charity)

Head Office: 106B Wood Street, Barnet, Herts. EN5 4BY Tel: 020 8441 3222

Registered Charity No: 220857

Regulator of Social Housing No: A1168