

**Application Form**

Please complete this form in type or black ink. All questions must be answered in the boxes provided.

**Position applied for:**

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| --- | --- |
| **Job title** |  |
| **Setting** |  |
| **Where did you see the post advertised?** |  |

**SECTION 1 - Personal Details:**

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| --- | --- | --- | --- |
| **Title** | **Forename(s)** | **Surname** | |
|  |  |  | |
| **Date of Birth** |  | | |
| **Address** | Postcode: | | |
| **Telephone numbers** | Home: | | |
| Work: | | Can we ring you at work? **YES/NO** |
| Mobile: | | |
| **Email address** |  | | |
| **NI Number** |  | | |

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| Do you have a driving license? |  |
| Do you have access to a vehicle? |  |
| Do you have reasonable access to public transport? |  |
| Do you require a work permit to work in the UK? |  |
| Do you need any reasonable adjustments to be made to help you through the recruitment process? |  |

**SECTION 2 – Education and Training**

Education

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| --- | --- | --- | --- |
| **Name of school/college/university/training body** | **Subjects studied or name of course** | **Qualification/Level and grade** | **Date gained** |
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Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

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| **Training Courses** | **Date** |
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Are you currently undergoing any training which is not yet complete? YES/NO

If yes please give details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 3 – Employment Record**

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post.

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| **Current/most recent employer** |  | | |
| **Address** |  | | |
| **Job Title** |  | | |
| **Dates of employment** |  | **Notice required** |  |
| **Basic salary per annum** |  | | |
| **Brief description of duties** |  | | |
| **Reason for leaving** |  | | |

Other employment history, starting with the next most recent. Please give your full employment history, accounting for any gaps (please continue on a separate sheet of paper if necessary).

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| **Employer**  **Name and address** | **Dates of employment** | **Job Title** | **Reason for leaving** |
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**SECTION 4 – Experience/Relevant Skills**

Please read through the job description and person specification and then use the space below to explain how your experience and achievements to date would make you a suitable candidate for this post. If you need to continue on a separate sheet please do so. Please also use this space to explain why you would like to work for Davidson-Roberts Ltd.

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**SECTION 5 - References**

Please give the name and contact details of three referees; One of the professional referees **must** be your present or most recent employer and none of them should be related to you. References will only be taken up for the successful candidate.

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| --- | --- |
| Professional Referee 1 | |
| Name |  |
| Position |  |
| Organisation |  |
| Address |  |
| Telephone number |  |
| Email address |  |

|  |  |
| --- | --- |
| Professional Referee 2 | |
| Name |  |
| Position |  |
| Organisation |  |
| Address |  |
| Telephone number |  |
| Email address |  |

|  |  |
| --- | --- |
| Professional Referee 3 | |
| Name |  |
| Position |  |
| Organisation |  |
| Address |  |
| Telephone number |  |
| Email address |  |

**SECTION 6 - Declaration**

**Davidson Roberts Ltd is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘filtered’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.**

Have you ever been convicted of a criminal offence which is not filtered? **YES/NO**

If yes, please give details of the conviction(s) and date(s) in the space provided below.

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Have you ever been subject to an investigation/disciplinary action in relation to your conduct with children, young people or vulnerable adults? **YES/NO**

If yes, please give details of the incident(s) and date(s) in the space provided below.

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| I, the undersigned, confirm that the information supplied in this form is accurate to the best of my knowledge.  I understand that any of the details I have given may be subject to check and that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or a withdrawal or any offer of employment.  Signed: Date: |

**SECTION 7 – Equal Opportunities Questionnaire**

Davidson Roberts Ltd is committed to Equal Opportunities in Employment and all applications will be considered on merit. We aim to ensure equal access and equal opportunities for all, irrespective of gender, marital status, ethnic origin, religion, disability, sexual orientation or age.

In order to assist Davidson Roberts Ltd in monitoring its Equal Opportunities Policy, you are asked to complete this form, which will be separated from your application form. This information will be held on file for the purposes of monitoring the Equal Opportunities Policy and is subject to the Data Protection Act.

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| --- | --- |
| Position applied for |  |
| Full Name |  |
| Date of Birth |  |
| Male or female? |  |