|  |
| --- |
| **APPLICATION FOR EMPLOYMENT – ASSISTANT DIRECTOR** |
| Please complete this form as fully as possible. Use additional sheets of paper if necessary. |

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | |
| Title: | Forename(s): | | Surname: |
| Address: | | | |
|  | | | |
| Postcode: | | E-mail: | |
| Telephone (Day): | | Telephone (Evening): | |

|  |  |
| --- | --- |
| **REFERENCES** | |
| Please provide details of two referees, one should be your current or most recent employer. | |
| Name: | Name: |
| Address: | Address: |
| Tel: | Tel: |
| Email: | Email: |
| Occupation: | Occupation: |
| Relationship to you: | Relationship to you: |
| May we contact this referee prior to offer of interview? Yes  No | May we contact this referee prior to offer of interview? Yes  No |

|  |  |  |
| --- | --- | --- |
| **EMPLOYMENT HISTORY** | | |
| Please list all relevant employment history, starting with your present or most recent employer. | | |
| Employer name: | | |
| Employer address: | | |
| Job title: | From (MM/YY): | To (MM/YY): |
| Period of notice required: |  | |
| Reason for leaving: | | |
| Main duties/responsibilities: | | |

|  |  |  |
| --- | --- | --- |
| Employer name: | | |
| Job title: | From (MM/YY): | To (MM/YY): |
| Reason for leaving: | | |
| Main duties/responsibilities: | | |

|  |  |  |
| --- | --- | --- |
| Employer name: | | |
| Job title: | From (MM/YY): | To (MM/YY): |
| Reason for leaving: | | |
| Main duties/responsibilities | | |

|  |
| --- |
| **SKILLS, QUALIFICATIONS, INTERESTS** |
| Please list any other skills, qualifications or interests which are relevant to the post. |
|  |

|  |
| --- |
| **SUPPORTING STATEMENT** |
| Please explain why you would like this post, stating what qualities you think you can bring to the job, and give any additional information you feel supports your application. This will enable us to see how your particular skills and experience match up to the requirements of the job. It is, therefore, important that you tell us as much as possible about yourself in relation to the Job Description and the items listed in the Person Specification (continue on a separate sheet if necessary). |
|  |

|  |  |
| --- | --- |
| **ELIGIBILITY TO WORK IN THE UK** | |
| Do you require a work permit to work in the UK? Yes  No | |
| If yes, what type of permit is it? | |
| Date of issue: | Date of expiry: |
| Visa number: | Passport number: |
| Place of issue: | |

To ensure compliance with Section 8 of the Asylum and Immigration Act 1996, all candidates will be required to provide proof of their eligibility to work within the UK at interview stage.

Rehabilitation of Offenders Act, 1974

Please provide details of any convictions of a criminal offence other than a spent conviction under the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders (Northern Ireland) Order 1978.

|  |  |  |
| --- | --- | --- |
| Date: | Offence: | Penalty: |

Declaration

The personal information collected on this form will be used for the purposes of recruitment and selection for the role or roles you have applied for and if appointed will form part of your employment record. The information will not be used for any other purpose nor will it be disclosed to any third party. Please confirm by signing below that you give your consent for your information to be used by curious directive for recruitment purposes.

I confirm that the information given on this form is, to the best of my knowledge, true and complete. I understand that any deliberate attempt to provide false information to obtain employment is a serious misrepresentation and will lead to rejection, or if employed, dismissal. I understand that if I am invited for interview any relevant criminal convictions may be discussed in order to assess job-related risks.

|  |  |
| --- | --- |
| Signed: | Date: |
| Print name: |  |