

Please complete this application in Black Ink in BLOCK CAPITALS or in type.

Application for the post of:	
Closing Date:	
Full-Time YES / NO	Evening-Work YES / NO

1: PERSONAL DETAILS:

MR/MRS/MS/MISS Please delete	Surname	First Names	
Address:			
Postcode:			
Telephone Numbers: Home:		Mobile:	Email:
Current FULL driving licence?	YES / NO	Endorsements?	YES / NO
Car Owner?	YES / NO	Transport available?	YES / NO
National Insurance Number:			
Do you require a work permit? YES / NO			
Failure to disclose this information can disqualify your application or if appointed. Render you liable to dismissal			

2: EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS: (Most Recent First)

Qualification Gained (please state level)	Grades	Date	Qualifications being Studied for	Stage	Date

3. MEMBERSHIP OF PROFESSIONAL BODIES:

Body	Membership Status	Registration Number	Renewal Date

4: EMPLOYMENT RECORD: please ensure this is a full record and include gap explanations.

Additional sheets may be attached if required

Employer	Job Title	Dates		Reason for Leaving	Salary
		From	To		

5: REFEREES:

We always contact referees for candidates successful at interview.

(One of whom should be your present or last employer & **Referees must not be a relative**)

A: Name: Position held by referee: Organisation: (if appropriate) Address: Postcode: Telephone:	B: Name: Position held by referee: Organisation: (if appropriate) Address: Postcode: Telephone:
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Notice Period Required:

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6: ATTENDANCE RECORD:

Please give details of all sickness absence from work in the last two years.

7: INFORMATION IN SUPPORT OF YOUR APPLICATION:

Please give information in support of your application, e.g. a brief description of your relevant experience, present duties, training and / or other relevant information. Please continue on an additional sheet if necessary.

8: SPECIAL REQUIRMENTS:

Please give information about any special requirements that you think you may be necessary to enable you to have a fair interview (e.g. access to premises for wheelchairs, sign interpreter)

9: REHABILITATION OF OFFENDERS / CRIMINAL RECORDS INFORMATION:

The following information is given to you in accordance with the Police Act 1997 and the requirements of The Criminal Records Bureau.

As Positive Horizons meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, if you are offered employment, you will be subject to a criminal record check ('Disclosure') and ISA Adult First application from the Criminal Records Bureau before the appointment is confirmed. This post you are applying for will be subject to an Enhanced Disclosure.

The Enhanced Disclosure contains details and dates of both spent and unspent convictions, as well as cautions, reprimands and final warnings held on the Police National Computer. If you are applying for a position working with vulnerable adults and children, the Disclosure will also reveal whether you are barred from working with them by virtue of your inclusion on the Vulnerable Adults' Barred List. The Enhanced Disclosure also contains non-conviction information from local police records if it is thought to be relevant to the position being applied for.

Further information on Disclosure is available from www.disclosure.gov.uk If you are short listed for interview you will be required to disclose any criminal record you have. Please note that Positive Horizons welcomes applications from candidates with a variety of backgrounds. Criminal Records will be reviewed and only taken into account for recruitment purposes where the conviction is considered relevant. A criminal record will not necessarily be a bar to obtaining a position with Positive Horizons.

Please give details of any convictions, orders, cautions or cases pending in relation to criminal charges. You are required to declare all spent convictions regardless of how long ago they were, details to be provided on a separate sheet

11: DECLARATION:

I understand that any offer of employment will be subject to the information on this application being complete and correct. As any false information, or a failure to supply any details required, could make an offer of employment invalid or lead to termination of employment.

Signed.....

Date.....

Implemented by Positive Horizons Ltd © 2007
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Email: info@positivehorizons.co.uk
Accreditation with Derbyshire County Council
Contracted suppliers to Derby City Council & Nottinghamshire County Council
Registered with CQC Rating Excellent