



## Application Form

**Position applied for:** \_\_\_\_\_

### PERSONAL DETAILS

Surname: \_\_\_\_\_ First name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_ N.I. Number: \_\_\_\_\_

\_\_\_\_\_ Home phone: \_\_\_\_\_

\_\_\_\_\_ Mobile phone: \_\_\_\_\_

Postcode: \_\_\_\_\_ Email address: \_\_\_\_\_

### PREVIOUS EMPLOYMENT

Please list roles in reverse chronological order. Continue on a separate sheet if necessary

Dates (From / To):	Job Title:	Reason for leaving:
Employer name and address:	Main duties and responsibilities:	
Dates (From / To):	Job Title:	Reason for leaving:
Employer name and address:	Main duties and responsibilities:	

**PREVIOUS EMPLOYMENT**

Continued

Dates (From / To):	Job Title:	Reason for leaving:
Employer name and address:	Main duties and responsibilities:	
Dates (From / To):	Job Title:	Reason for leaving:
Employer name and address:	Main duties and responsibilities:	
Dates (From / To):	Job Title:	Reason for leaving:
Employer name and address:	Main duties and responsibilities:	
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Employer name and address:	Main duties and responsibilities:	
Dates (From / To):	Job Title:	Reason for leaving:
Employer name and address:	Main duties and responsibilities:	
Dates (From / To):	Job Title:	Reason for leaving:
Employer name and address:	Main duties and responsibilities:	

**TECHNICAL AND / OR PRACTICAL SKILLS**

Please list your technical skills, including level of proficiency e.g. Outlook – basic, Microsoft Word – average, and the number of years you have used that skill

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**QUALIFICATIONS**

Please list the formal qualifications you have gained

School / College / University attended:	Dates (From / To):	Subject studied	Level (e.g. GCSE, BTEC, A level):	Grade achieved:

**TRAINING COURSES**

Please list the training courses that you have undertaken, providing details of the course

Course title:	Dates (From / To):	Training Provider:	Course details:

Continue on a separate sheet if necessary

**SUITABILITY**

Please explain in detail below why your skills, abilities, knowledge and experience make you a suitable applicant for this position. Please list all facts and information that are relevant to your application

Please continue on the next page if necessary



How did you learn of this vacancy? \_\_\_\_\_

Are you a relative or partner of any employee or Trustee of Lambourne End Limited? Yes  No

If yes, please give details: \_\_\_\_\_  
If appointed, how soon could you take up the post? \_\_\_\_\_

**REFERENCES**

Please give the name and address of two referees, (one of whom must be your current or most recent employer) who can comment on your suitability for this post. We only approach referees for short listed candidates; if you would prefer us not to contact them until a conditional offer for the position has been made, please indicate this in the space provided.

Name: _____	Name: _____
Position: _____	Position: _____
Address: _____	Address: _____
_____	_____
_____	_____
_____	_____
Postcode: _____	Postcode: _____
Phone: _____	Phone: _____
Email: _____	Email: _____
How does this person know you? _____	How does this person know you? _____
May we contact this referee at shortlisting stage? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact this referee at shortlisting stage? Yes <input type="checkbox"/> No <input type="checkbox"/>

**CRIMINAL OFFENCES**

The Rehabilitation of Offenders Act 1974 [Exceptions order] gives some exceptions from the Act, whereby details of spent convictions have to be declared. One of these exemptions is working with children, young people and / vulnerable adults. Therefore, please provide details of all convictions and cautions, spent, and unspent.

Have you ever been convicted of a criminal offence? Yes  No

Offence: _____	Offence: _____
Date: _____	Date: _____
Sentence: _____	Sentence: _____
Offence: _____	Offence: _____
Date: _____	Date: _____
Sentence: _____	Sentence: _____

This information will be treated as private and confidential. If you wish to discuss the information you have given above at your interview, please ensure that you mention this to the interviewer.

## ASYLUM AND IMMIGRATION 1996

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ a person who is not entitled to work in the UK.

You are therefore required to provide the Centre with confirmation of your eligibility to work in the UK by providing **ONE** of the **ORIGINAL** documents detailed below.

Please tick the appropriate box detailing which document you intend to bring with you, if you were invited to interview. A copy of this document will be retained on your personnel file, should you be offered the post.

- A passport showing the holder as a British Citizen or having the right of abode in the UK; an EU passport / identity card showing the holder is an EU national or Swiss national; a residence permit issued in the UK to an EU or Swiss national; a document from the Home Office which has an endorsement stating the holder has right of residence in the UK as a family member of an EU or Swiss national; a passport or other document to show the holder can stay indefinitely in the UK; a document to show the holder can stay in the UK and do the type of work on offer; an application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment
  
- If you do not have any of the above then a combination of a document giving the person's national insurance number and name e.g. P45, P60, NI card or letter from government agency PLUS ONE of the following: a full birth certificate issued in the UK which includes the names of the holder's parents; a birth certificate issued in the Channel Islands, Isle of Man or Ireland; a Certificate of registration or naturalisation stating the holder is a British Citizen; a letter from the Home Office confirming the holder has indefinite stay; an immigration document issued from the Home Office stating the holder has leave to remain indefinitely and can do the type of work being offered
  
- If you do not have the above combination then a combination of a Work Permit issued to the holder by Work Permit UK, PLUS one of the following: a passport showing the holder is able to stay in the UK and can take the employment being offered; a letter from the Home Office confirming the named person is able to stay in the UK and can take the employment offered

**FAILURE TO PRODUCE ANY OF THE ABOVE ORIGINAL DOCUMENTS WILL RENDER ANY OFFER OF EMPLOYMENT INVALID**

## DECLARATION

If you knowingly submit false information, or attempt to omit or conceal any relevant fact concerning your eligibility for employment then your name will be withdrawn from the list of candidates. Providing false information is an offence and if it is discovered after you have been appointed you will be liable for summary dismissal. You may also be referred to the police.

Please sign this declaration acknowledging your responsibility to disclose any information to the panel which may affect working with children, young people or vulnerable adults.

- I certify that all the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.
- I understand that if my application for this position is successful, I will be required to undergo a DBS check
- I hereby give my consent for the Recruitment Monitoring information provided in the pack to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to:

**Carolyn Casey • Lambourne End Centre • Manor Road • Lambourne End • Essex • RM4 1NB  
carolan.casey@lambourne-end.org.uk**