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**Application for Employment**

Please use **BLACK BLOCK CAPITALS** tocomplete this form accurately and honestly.

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| **Vacancy applied for:** | |
| Forename (s): | Surname: |
| Known as (if different to above): | Title : |
| Address:    Post code: Country: | |
| Home Telephone Number: | Mobile Number: |
| Email : | |

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| **Please write why you have applied for this job and how you meet the job requirements, include your strength and weakness and what you will bring to this role:** |

**Next of Kin / Emergency contact**

|  |  |
| --- | --- |
| Name: |  |
| Phone number (s) |  |
| Address |  |
| Email |  |

**Previous Employment**

Please list your previous employment including part-time and voluntary work (**most recent employer first**). You may attach additional sheets. Please list and explain any gap in your employment (you **MUS**T explain any gap in employment. Example will be “to raise a family, relocating to another city, care for family, etc”. This must cover minimum of the last 5 years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Start Date | End date | Employer's Name, Address and phone Number | Position Held, and brief description of duties and key achievements | Salary£ | Reason for leaving |
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**Education, Training and membership of professional bodies**

Qualification (subject, level) / Training Course attended / Details of Professional Membership. Include details of any current courses you are studying. Please continue on additional sheets if required. Applicants’ qualifications may be verified in the course of the recruitment process. You may attach additional sheets.

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| **Name of Institution** | **Date from** | **Date to** | **Qualification achieved** |
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**References**

**Please provide two referees, one of whom should be your present employer (last if unemployed) or Tutor if you are just leaving education.**

1. **2**

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| --- | --- | --- |
| Name: |  | Name: |
| Job Position: | Capacity known to you : |
| Address:  Post Code : | Address:    Post Code: |
| Telephone No. during office hours | Telephone No. during office hours: |
| Email address: | Email address |
|  | | |

Nationality:

Do you have Right to work in UK? Type of Visa and Expire date:

Do you hold a full UK driving licence?

Do you have points on your driving licence? If **YES** please provide details:

Do you have a Disclosure Certificate from the Disclosure & Barring Service (formerly CRB)? \*

**If YES**, is it Standard or Enhanced?

DBS number: Is DBS on Update service: Yes/No

Please give date of issue:

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| **MONITORING INFORMATION** | | | | | | |
| Gracewell Staffing is fully committed to ensuring all persons are provided with equal opportunities in employment whether by; sex, marital status, dependents, ethnic origin, disability or age.  We kindly request for you to complete this section along with your application for employment for the purposes of enabling us to monitor the effectiveness and compliance with our Equal Opportunity statement.  **The information that you provide here is for monitoring purposes only and will NOT be used as part of the ‘selection’ process.** | | | | | | |
| **Sex** | | **Marital Status** | | **Age range** | |  |
| Male |  | Single |  | 16 - 25 |  | |
| Female |  | Married |  | 26 – 35 |  | |
|  |  | Other (specify) |  | 36 – 45 |  | |
|  |  |  | | 34 – 55 |  | |
|  |  |  | | 56 - 65 |  | |
|  |  |  | | 66+ |  | |

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| --- | --- | --- | --- |
| **Ethnic Origin** | | | |
| Asian |  | Black |  |
| Caribbean |  | White |  |
| African |  | Mixed |  |
| South East Asian |  | Other (Specify) |  |
| British / European |  |  |  |

**Health Questionnaires**

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| --- | --- |
| Please list all vaccinations and dates |  |
| Do you have any health conditions which may require work adjustments? Please write them, this will be treated as confidential |  |

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| **Disability** | | **How did you hear about the post?** | |
| I am a disabled person |  | Social Media |  |
| I am a disabled person but not registered |  | Current employee |  |
| I am not disabled |  | Other (please specify) |  |
|  |  | | |

**CRIMINAL CONVICTIONS – DECLARATION CONFIDENTIAL**

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| --- |
| Do you have any convictions, cautions, reprimands that are not “protected” as defined by the Rehabilitation of Offenders act 1974 (Exceptions) Order 1975 (as amended in 2013).  The nature of the information disclosed will be considered in relation to the duties of the post / volunteer responsibilities, and in accordance with our policy on the Recruitment of Ex-Offenders, will not necessarily bar you from employment.  *Guidance and criteria on the filtering of these cautions and convictions can be found at* [*https://www.gov.uk/disclosure-barring-service-check*](https://www.gov.uk/disclosure-barring-service-check) |
| |  |  | | --- | --- | | **Have you ever been convicted of a:** | **Have you ever received a:** | | **Yes No** | **Yes No** | | Criminal Offence(s)?  | Caution(s)?  | | Driving Offence(s)?  | Reprimand(s)?  |   Do you have any pending or on-going police investigation?  *If YES please supply details:* |

**Data protection**

By signing and returning this application form, you consent to Gracewell Staffing Limited using and keeping information about you or by third parties such as referees, relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for 6 months from the date on which you were informed whether you have been invited for an interview. Such information may include details relating to ethnic origin and disability. These will be used solely for internal monitoring and may be disclosed to other third party if required by law.

You certify that the information provided to be true.

**Full Name: Signature: Date:**

**Thank you for providing this information.**

**Please return this form to:**

email: **info@gracewellstaffing.com**

Post: Gracewell Staffing Limited

22 Commodore Suite, Royal mail house, Terminus Terrace, Southampton SO14 3FD. United Kingdom or

Gracewell Staffing Limited , 22 Commodore Suite, Royal mail house, Terminus Terrace, Southampton SO14 3FD. United Kingdom

Email: [info@gracewellstaffing.com](mailto:info@gracewellstaffing.com) Telephone: 023 8254 4024 website: [www.gracewellstaffing.com](http://www.gracewellstaffing.com)

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