

**EMPLOYMENT APPLICATION FORM - CONFIDENTIAL**

Please note this application form has been designed to offer you the opportunity to give the fullest information whilst enabling us to assess all candidates in a fair objective manner. **Please therefore note that CV’s will not be accepted for t**

The information provided on this form will be used for the purpose of recruitment, selection and employment contract purposes only and retained in accordance with the Data Protection Act 1998.

**Post Applied For:**

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| --- | --- | --- | --- |
| Job Title: |  | Closing date | 12/05/2023 |
| Location: | Sheffield  | Candidate No: (Office Use only) |  |

**Personal Details:**

|  |  |
| --- | --- |
| Title: |  |
| First Name: |  |
| Surname: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| Drivers Licence: | Full |  | Provisional |  | No |  |
| Do you have current use of a car? (if applicable to post) | Yes |  | No |  |
| Do you have the right to work in the UK? | Yes |  | No |  |

**Current Post (or most recent)**

|  |  |
| --- | --- |
| Employers Company Name: |  |
| Address: |  |
| Contact Number: |  |
| Job Title: |  |
| Salary: |  |
| Starting Date |  |
| Notice Period: |  |
| Date Left/ are leaving if applicable:  |  |

**Previous Employment History (in date order)**

|  |  |
| --- | --- |
| Name of Company: |  |
| Date Started: |  |
| Date Left: |  |
| Job Title: |  |
| Reason for Leaving: |  |

|  |  |
| --- | --- |
| Name of Company: |  |
| Date Started: |  |
| Date Left: |  |
| Job Title: |  |
| Reason for Leaving: |  |
| Are there any gaps in your employment history? (please tick) | Yes |  | No |  |
| Please state the reason for gap in employment  |
|  |
| Please give details of any training, unpaid experience or activities, which you feel are relevant to the job i.e. voluntary work, work in the household, involvement with community groups. |
|  |

**Education and Qualifications**

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| --- | --- | --- | --- |
| Name of Qualification | Name of School/ College/ University/ Training provider | Date Completed | Level/ Grade |
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**Supporting Statements**

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| Please use the **Role Specification** to relate details of your experience, knowledge, skills and abilities, either gained through work or otherwise, which you consider to be relevant to this post. **Please complete ALL sections** |
|  |
| Key Responsibilities & Competencies |

|  |
| --- |
| Person Specification, Knowledge, Training & Qualifications |
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| --- |
| Experience |

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| --- |
| Skills & Attributes  |
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**References**

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| Please provide the name and addresses of two people (not relatives) who can comment on your suitability for this post. **One must be your present employer (or most recent employer if not currently employed)** |

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| **Reference 1 – Employment Reference** |
| Name of Company: |  |
| Name of Person providing reference: |  |
| Relationship to you: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| Are you happy for us to contact this reference prior to interview? (please tick) | Yes |  | No  |  |

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| --- |
| **Reference 2** |
| Name of Company: |  |
| Name of Person providing reference: |  |
| Relationship to you: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| Are you happy for us to contact this reference prior to interview? (please tick) | Yes |  | No  |  |

**Declarations**

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| --- |
| If you are applying to work with people under the age of 18, disabled, elderly or vulnerable people, the provision of this sector 4.2 (of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 do not apply to you. This means that you are not entitled to withhold information about certain convictions or cautions which, for other purposes, are ‘spent’ under the provision ACTFailure to disclose relevant convictions or cautions could result in your dismissal at a later date (please see [www.gov.uk/dbs](http://www.gov.uk/dbs) for more information on which cautions and convictions need to be disclosed) information given will be treated as confidential and will be considered in relation to applications for positions which the order applies. |
| Have you any convictions or cautions or are you currently the subject of any criminal proceedings (for example summonsed but not yet being dealt with) or any police investigation  | If Yes please provide full details in a separate envelope addressed to the CEO, marked confidential  |
| Yes |  | No |  |
| A criminal record may not necessarily be a bar to obtaining a position with Roundabout  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Under the independent Safeguarding Authority are you allowed to work with at risk or vulnerable people  | Yes |  | No  |  |

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| **Declaration:** I declare that the information given in this Employment Application Form and the attached Personal Details form are true and correct. I understand that any appointment offered would be made on the basis of my application and interview and that any failure to disclose information, or any attempt to mislead may lead to disciplinary action and Roundabout terminating my employment without notice. I also understand that any offer of employment would be subject to a satisfactory probationary period, Disclosure and Barring check and two satisfactory references.In accordance to the Data protection Act 2018, I hereby give my consent for the information I have provided in this application form to be used for the purposes outlined only on this form. |
| Name: |  |
| Signed: |  |
| Date: |  |

|  |
| --- |
| **TO BE COMPLETED BY INTERVIEW PANEL (please tick)** |
| Shortlisted: | Yes |  | No |  | If No, reason |  |
| Interviewed: | Yes |  | No |  | If No, reason |  |
| Appointed: | Yes |  | No |  | If No, reason |  |
| Comments: |  |