

Employment History

Please give full details of your employment history commencing with your present or most recent Employer. If you worked in a unit or branch, please give the name of your contractual employer and Give details of the unit.

MOST RECENT

Employer
Post & Grade
Client Group
Setting
Dates
Reason for leaving

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Employer
Post & Grade
Client Group
Setting
Dates
Reason for leaving

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Employer
Post & Grade
Client Group
Setting
Dates
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Employer
Post & Grade
Client Group
Setting
Dates
Reason for leaving

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Employer
Post & Grade
Client Group
Setting
Dates
Reason for leaving

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Please continue on a separate sheet if necessary

Education & Qualifications

List details of education and training undertaken.
Relevant certificates must be produced at interview

College/Institution
Course undertaken
Dates
Qualification & Grades

College/Institution
Course undertaken
Dates
Qualification & Grades

College/Institution
Course undertaken
Dates
Qualification & Grades

College/Institution
Course undertaken
Dates
Qualification & Grades

College/Institution
Course undertaken
Dates
Qualification & Grades

Health

Do you suffer from any condition that would impede you in carrying out the duties required by the post? Yes
No
If yes please describe

Have you had any serious illness in the last five years? Yes
No

If yes please describe

How many days sick leave have you taken in the last two years?

Relevant Experience

Describe the main responsibilities, tasks and skills in your employment to date that are relevant to the post applied for

References

Please provide references covering at least the last five years to date

The references must be sought from the head of the organisation for which you worked (eg for employees of local authorities, The Director of Social Services)

Reference 1 – your current or latest employer

Date	From	To
Name		
Designation		
Address		
Tel:	Fax:	Post Code e-mail

Reference 2 – your previous employer

Date	From	To
Name		
Designation		
Address		
Tel:	Fax:	Post Code e-mail

If reference 2 is a character reference rather than from a previous employer, please supply a third reference

Date	From	To
Name		
Designation		
Address		
Tel:	Fax:	Post Code e-mail

Declaration

I declare that the information given on this form is correct and can be treated as part of any subsequent contract of employment. I understand that misleading statements may be sufficient for cancelling any agreements made. I further understand that in the event of being shortlisted for interview, I will be required to complete a confidential declaration because of the sensitive nature of the duties the postholder will be expected to undertake. I also understand that the declaration will include details of any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post. I understand also that an Enhanced Disclosure will be sought in the event of a successful application. I have not withheld any fact that may prejudice my application.

Name

Signature

Date

EQUAL OPPORTUNITY MONITORING

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, creed, nationality, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation or disability, offending background that does not create risk to children and vulnerable adults or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equal opportunity and are encouraged to progress within the organisation.

We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:

I would describe my ethnic origin, nationality and sex as:

White Black-Caribbean Black-African Black Other
(Please specify)

Indian Pakistani Bangladeshi Chinese Other
(Please specify)

Nationality _____ Male Female

Signed

Name _____
Position applied for _____
Date _____