



welcome
REBUILDING LIVES



Application Form

Personal Details

This form can be completed in your own handwriting or by using your PC.

Please note that CVs will not be considered

Personal information is not made available for short-listing purposes, except when required as a genuine occupational qualification.

Title	Surname	Post applied
First name (s)		Job Ref.
Address		Telephone no. (Home)
.....		(Work)
.....		(Mobile)
Post code		

Please give the names, addresses and telephone numbers of two referees (who should not be related to you) who can provide information on your experience. At least one should be your present or most recent employer if previously employed.

All employment is subject to the receipt of satisfactory references. References will be taken up following interview.

Name of Referee	Name of Referee
Position	Position
Address	Address
.....
..... Post code Post code
Telephone	Telephone
Please indicate relationship	Please indicate relationship

Medical Details

Do you suffer from any condition, which may affect your attendance or capacity to work? Yes/No
If yes, please give details.

.....

Please give the total number of days sickness, and the number of sickness periods, in the last 2 years.

Please specify reasons if more than 10 days.
.....

Where did you see this post advertised?

Do you require a work permit? Yes/No

If yes, do you have a work permit? Yes/No

Do you have a current driving licence? Yes/No

IF yes, please specify any endorsements:
.....

Do you have any other paid employment or directorship apart from your current job? Yes/No

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

If yes, please give details

.....
Please note that you are not entitled to withhold information about a previous conviction on the grounds that it is, for other purposes, as spent conviction under the Act. The Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 Section 4 (2) of the 1974 Act does not apply to this question.

Education, Qualifications, Training

Education	Course/Grades	Dates Obtained
School <i>(From age 11, in chronological order)</i>		
Higher/Further Education		
Professional Qualification(s) Please include professional registration if applicable	Dates obtained	

Training Please give details of any training courses you have attended, which you consider being relevant to the job applied for.	Dates

Employment Details

Please give details of your employment history, including any part-time, casual or voluntary work of a regular nature that you consider relevant to the job applied for.

Present or most recent employer

Employer					Notice period required	
Address						
Dates	From	To	Salary/Benefits	Full Time	Part time	Voluntary
Position held						
Brief description of duties						

Reason for Leaving	
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Previous employers (Please start with the most recent)

Name and address of employer	From Mth/Yr	To Mth/Yr	Job held and main duties and responsibilities	Reasons for leaving	FT/PT/Voluntary

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Please continue on a separate sheet if necessary

Knowledge/Skills/Experience

The requirements for this post are set out in the Person Specification. In the following pages, please describe how you meet each of the requirements using appropriate headings. You may type this section if you prefer.

If additional space is required for any of the foregoing sections, please enclose a maximum of three A4 single sided continuation sheets. These may be provided in typed format.

I sign to declare that to the best of my knowledge all of the information provided as part of the selection process is correct. The provision of false information could lead to the termination of employment. Canvassing in support of your application will disqualify you.

Signed Date

Please return your completed application form marked Private and Confidential to:

**Personnel
Welcome**
15 Larch Croft
Chelmsley Wood
Solihull
B37 7UR
Telephone No. 0121 301 4141