



# APPLICATION FORM

POST APPLIED FOR:

## 1. PERSONAL DETAILS

MR / MRS / MISS / MS / OTHER (PLEASE STATE):

SURNAME:

FORENAME(S):

ADDRESS:

POSTCODE:

DAYTIME TELEPHONE:

EVENING TELEPHONE:

MOBILE:

EMAIL:

## 2. EDUCATION (MOST RECENT FIRST)

NAME OF SCHOOL / COLLEGE / UNIVERSITY	QUALIFICATION NAME / GRADE

## 3. VOCATIONAL TRAINING (INCLUDING MEMBERSHIP OF PROFESSIONAL INSTITUTES)

INSTITUTION / TRAINING PROVIDER	COURSE NAME (AND GRADE IF APPLICABLE)

**4. EMPLOYMENT HISTORY**

If this will be your first job after leaving school or college, please give details of any holiday, weekend, evening jobs, or work experience placements.

CURRENT OR MOST RECENT EMPLOYER'S NAME AND ADDRESS:

POST HELD:

DATE APPOINTED:

NOTICE PERIOD:

SALARY:

OTHER BENEFITS:

**PREVIOUS EMPLOYMENT**

Continue on a separate sheet if necessary. Please ensure to include details of any gaps in employment.

EMPLOYERS NAME AND TYPE OF BUSINESS	POST HELD AND REASON FOR LEAVING	DATES OF EMPLOYMENT	
		FROM	TO

## 5. REASONS FOR APPLYING FOR THIS POST

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## 6. SKILLS AND EXPERIENCE

Please give details of all your experience, skills, and abilities relevant to the post applied for. If you have had a break from paid work, it is important to include details on any voluntary work or unpaid duties you have performed, particularly any positions of responsibility held e.g. parent governor, playschool assistant, committee member, VSO, treasurer of a club, CAB volunteer etc.

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## 7. ADDITIONAL INTERESTS

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## 8. FURTHER INFORMATION

NATIONAL INSURANCE NUMBER:

DO YOU REQUIRE A WORK PERMIT? YES / NO

DO YOU HOLD A FULL UK DRIVING LICENCE? YES / NO

DO YOU HAVE THE USE OF A CAR FOR WORK? YES / NO

WHERE DID YOU SEE THE ADVERTISEMENT?

## 9. REFERENCES

If you are an external candidate, please give the names and addresses of two referees willing to provide an employment reference. **One referee should be your current or most recent employer.** Where this is not possible, please give details of a referee who has known you in a professional capacity. In certain circumstances we may be able to accept personal referees, however we cannot accept references from family members. **References may be taken up before interview, please indicate whether this acceptable by stating 'YES' or 'NO' in the relevant box.**

	REFEREE 1	REFEREE 2
NAME		
POSITION		
FULL ADDRESS (INCLUDING POSTCODE)		
TELEPHONE NUMBER		
EMAIL		
REFERENCE AVAILABLE BEFORE INTERVIEW?	YES / NO	YES / NO

## 10. CRIMINAL RECORDS AND ISA DECLARATION

The provisions relating to the non-disclosure of criminal convictions do not apply to certain occupations and activities. The position for which you are applying may be one that is exempted under the above order and may require an enhanced disclosure via the Criminal Records Bureau. **Therefore, it is necessary for you to disclose any criminal convictions, even if, under the Rehabilitation of Offenders Act, they would otherwise be regarded as 'spent'. Please also give details of any cautions, reprimands or final warnings.** Any information disclosed will be taken into consideration but will not automatically prevent your application from proceeding. However, if you are appointed, failure to disclose any criminal conviction now could lead to termination of your employment or service. It is a statutory requirement for SCA to check if employees likely to be in contact with service users are included on the ISA (Independent Safeguarding Authority) list (or similar statutory list). If at any time during employment an employee's name is included on the ISA (or similar) list this will result in the termination of employment with SCA. Further details regarding CRB checks and ISA regulations will be made available to job candidates.

HAVE YOU BEEN CONVICTED OF OR CAUTIONED FOR ANY CRIMINAL OFFENCE AT ANY TIME? YES / NO  
IF 'YES' PLEASE GIVE DETAILS BELOW (CONTINUE ON A SEPARATE SHEET IF NECESSARY):

SIGNED:

DATE:

## 11. APPLICATION DECLARATION

I certify that the information given on this form is correct to the best of my knowledge. I also give my consent that any information given; including sensitive personal data (e.g. ethnic origin, health condition etc.) may be stored as computerised or manual data. This data may be used for the purposes of monitoring the make up of the applicants and work force and may be seen by senior managers or officers of the company involved in the monitoring of such data. Information provided may be copied for use during the recruitment process. Your records will be kept for a period of at least 6 months after the recruitment process is completed. If you are the successful candidate, relevant information will be taken from the application pack and used as part of your personnel record.

SIGNED:

DATE:

"The information you supply will be held and used by the SCA Group, including its subsidiary companies, for administrative and communication purposes within the terms of the Data Protection Act 1998. We will never supply it to third parties."