

**EMPLOYMENT APPLICATION FORM**

***Please complete in black ink***

Position Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PERSONAL DETAILS** | |
| Forename: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  National Insurance No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: Mr / Ms / Mrs / Miss (delete)  Tel. No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **EDUCATION AND QUALIFICATIONS** | | | |
| Secondary School | Examinations Taken | Dates | Results |
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| College/University | Examinations Taken | Dates | Results |
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| Other Training | Examinations Taken | Dates | Results |
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| **EMPLOYMENT HISTORY** *Please begin with your current or most recent job*. | | | |
| From | To | Employer | Position Held & Responsibilities |
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| Reason for Leaving: | | | |
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| Reason for Leaving: | | | |
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| Reason for Leaving: | | | |
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| Reason for Leaving: | | | |

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| **REFERENCES** | |
| *Please give the names and addresses of two referees (not relatives) one of whom should be your present employer, or last employer if not currently employed. If you are in, or have just completed, full-time education, one referee should be from your School/College* | |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| May your referee be approached prior to interview? Yes / No | May your referee be approached prior to interview? Yes / No |

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| **INTERESTS AND ACTIVITIES** |
| **Please give details of any interests, community work or positions of responsibility that you feel will support your application**. |

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| **INFORMATION IN SUPPORT OF YOUR APPLICATION FOR EMPLOYMENT** |
| **Please describe what attracts you to the post**. |
| **Please read through the job description and person specification, and then explain how your knowledge, skills and experience relate to this post. These may have been gained through paid employment, domestic responsibilities, voluntary/community work, spare time activities and training**. |
| **Please also state what qualities you are able to bring to the post**. |

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| **DRIVERS** |
| Do you have a full and current driving licence? Yes / No (please delete) |
| Please state any endorsements |
| Do you have access to a car during working hours Yes / No |

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| **DISABILITY** |
| Do you have any special needs or disabilities that we need to be aware of? Yes / No |
| If yes, please give details of any adjustments we need to make to help you in the recruitment process. |

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| **CRIMINAL CONVICTIONS** |
| Have you ever been convicted of a criminal offence? Yes / No (please delete) |
| If yes, please give details (under the Rehabilitation of Offenders Act 1974, spent convictions need not be declared) |

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| **ELEGIBILITY TO WORK IN THE UK** |
| Do you require a Work Permit? Yes / No (please delete)  Under the Asylum and Immigration Act 1996 it is a criminal offence to employ a person who does not have permission to live or work in the UK. If you are successful in your application, you will need to present one of the following at your interview: P45, recent payslip, birth certificate, P60 etc.  This applies to ALL APPLICANTS. |

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| **DECLARATION** |
| The information I have given in this application for employment is, to the best of my knowledge, true and complete. I understand this information may be treated as part of any subsequent contract of employment and, if I am found to have provided false information or omitted information, I am liable to disciplinary action or summary dismissal. I understand that this appointment is subject to two satisfactory references. |
| Signature Date |

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| Please return the completed application form and Equal Opportunities Monitoring form in an envelope/ e-mail marked ‘confidential’ to:  Administrator  Footprints in the Community  10 Queen Street  Redcar  TS10 1DY  Email – administrator@footprintsinthecommunity.co.uk |

**GDPR Staff Recruitment Statement**

**Application Form**

By submitting this application form to Footprints in the Community you are consenting to the processing and storage of your personal data in order that you can progress through our recruitment process. If your application is successful we will retain your information for the duration of your employment and up to 6 years after the end of your employment. If your application is unsuccessful we will retain your information for 12 months; after this date it will be safely destroyed.

**Job offer and Employment Checks**

We will never sell your data, however we are obliged by law to inform you that, should we be required to, we may share your data with external agencies. This may include but is not limited to Disclosure and Barring Service and other government agencies. We will also, as required, contact those individuals named as your referees to confirm your suitability for the role you have been offered. Your data will only be used for your employment needs and to comply with our statutory and legal obligations. Please refer to our Privacy Notice for Staff and Volunteers for more information.