

## Application for Employment: Form A

In confidence

### Personal Details

|  |  |
|--|--|
| <b>Surname</b>                           |  |
| <b>First Name(s)</b>                     |  |
| <b>Preferred Name<br/>(if different)</b> |  |
| <b>Address</b>                           |  |
| <b>Home telephone</b>                    |  |
| <b>Work telephone</b>                    |  |
| <b>Mobile</b>                            |  |
| <b>Email</b>                             |  |
| <b>Other contact</b>                     |  |

### Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act 1974 requires applicants to give details of any convictions that are not spent. However, as you will be in contact with children, we require you to also include details of spent convictions.

**Have you any Previous Convictions?** (please tick)

|     |                          |
|-----|--------------------------|
| Yes | <input type="checkbox"/> |
| No  | <input type="checkbox"/> |

If YES, please give details



Please note that failing to disclose any convictions could result in disciplinary action or dismissal.

### **Access Requirements**

Please give details below of any additional or access support you may need if you are shortlisted for this post and invited to an interview e.g. sign language interpreter, lip speaker, large print, to have a PA present etc.

### **Home Office Rulings**

The law now states that employers have to follow strict guidelines to prevent illegal working. All applicants will be requested to produce one of the documents listed below prior to interview.

- A passport showing that the holder is a British Citizen, or has a right of abode in the UK
- A document showing the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card
- a residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland
- A passport or other document



## References

Please give the names and addresses of two people from whom references may be sought concerning your application. One of the referees must be your current/last employer who will be asked specifically about your attendance record, your ability to carry out this post and whether you are a suitable candidate to work with children. No appointment will be made unless satisfactory references are received.

| Reference 1   |                          | Reference 2         |                          |
|---|--------------------------|---------------------|--------------------------|
| <b>Name</b>   |                          | <b>Name</b>         |                          |
| <b>Job Title</b>  |                          | <b>Job Title</b>    |                          |
| <b>Address</b>  |                          | <b>Address</b>      |                          |
| <b>Relationship</b>   |                          | <b>Relationship</b> |                          |
| <b>Telephone</b>  |                          | <b>Telephone</b>    |                          |
| <b>Mobile</b>   |                          | <b>Mobile</b>       |                          |
| <b>Email</b>  |                          | <b>Email</b>        |                          |
| Please indicate below if you are happy for this referee to be contacted <b>prior</b> to interview |                          |                     |                          |
| <b>Yes</b>  | <input type="checkbox"/> | <b>Yes</b>          | <input type="checkbox"/> |
| <b>No</b>   | <input type="checkbox"/> | <b>No</b>           | <input type="checkbox"/> |



**Declaration**

**I certify that to the best of my knowledge the information contained on both sections of this application form is true and correct.**

Name: .....

Signature: .....

Date: .....

**If this form has been completed on your behalf by someone else, the person who wrote it must sign here to confirm that this is a true and accurate account of your replies to the questions on the application form.**

Name of Scribe: .....

Signature: .....

Date: .....