



APPLICATION FOR EMPLOYMENT

Please complete this form in black ink or typescript

Position applied for:

SECTION A - Personal Details

Title:

Surname:

Forename(s):

Full Address including Postcode:

Contact Details(s):

Tel (home):

Tel (work):

Tel (mobile):

Email:

Do you hold a current driving licence?

YES

NO

SECTION B - Employment Continue on Page 6 if necessary

Present Employer:

Name & Address:

Job title:

Main duties/responsibilities:

Date Started:

May we contact for a reference?

Notice period required:

Salary: £

Give details of your previous work positions starting with the most recent. Include details of any military service.
Explain any gaps in employment in the Comments section and continue on Page 6 if necessary.

From:	To:	Employer's Name & Address:
Job Title:		
Reason for Leaving:	Summary of duties, responsibilities and achievements:	
Salary on Leaving:		
May we contact for a reference?		

From:	To:	Employer's Name & Address:
Job Title:		
Reason for Leaving:	Summary of duties, responsibilities and achievements:	
Salary on Leaving:		
May we contact for a reference?		

From:	To:	Employer's Name & Address:
Job Title:		
Reason for Leaving:	Summary of duties, responsibilities and achievements:	
Salary on Leaving:		
May we contact for a reference?		

From:	To:	Employer's Name & Address:
Job Title:		
Reason for Leaving:	Summary of duties, responsibilities and achievements:	
Salary on Leaving:		
May we contact for a reference?		

Comments (including explanation of any gaps in employment)

SECTION C - Education & Training *Continue on Page 7 if necessary*

School / College / University	From - To		Subject / Awarding Body	Qualifications

GTC No. (if applicable):

Current Professional Membership(s):

Class / Grade of Membership	Institution	Date

Other Relevant Training:

Please indicate other training received which you would regard as relevant to your application including providers of training, certificates received and dates awarded. Continue on Page 7 if necessary.

SECTION D - Additional Information in support of application

Please describe your experience, skills, abilities, achievements and responsibilities which are most relevant to the post. You may use examples from or make reference to other areas of involvement as well as paid employment. Please continue on Page 8 if necessary.

SECTION E - Employment References

Please provide details of two people who have agreed to provide a reference for you.
One should be your present or most recent employer.

Name:
Designation:
Address:

Tel. No:
May we contact now?

Name:
Designation:
Address:

Tel. No:
May we contact now?

Please state how you became aware of this vacancy...

SECTION F - Declaration

I declare that, to the best of my knowledge, the information I have provided in this application form is accurate and complete.

Signature: _____ Date: _____

Please return the completed application form, along with the Equal Opportunities and Rehabilitation of Offenders forms, to:

Moore House Care & Education
21 Edinburgh Road
BATHGATE
EH48 1EX

Office Use Only:

Post Applied For:
Closing Date:
Date of Receipt: _____ Additional Sheet: YES / NO

Use this sheet to provide additional information

SECTION B - Employment

A large, empty rectangular box with rounded corners, intended for providing additional information. The box is outlined in black and occupies most of the page below the section header.

Use this sheet to provide additional information

SECTION C - Education & Training

A large, empty rounded rectangular box with a thin black border, intended for providing additional information. The box is currently blank.

Use this sheet to provide additional information

SECTION D - Additional Information in Support of Application

A large, empty rounded rectangular box with a thin black border, intended for providing additional information in support of an application. The box is currently blank.



Equal Opportunities Monitoring

Moore House Care and Education is an equal opportunities employer and aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, gender, disability, marital status, age, religious beliefs, political beliefs or sexual orientation.

To allow the organisation to monitor its recruitment and selection process, you are requested to complete this form and return it with the main application form. **This form is not made available to those conducting the selection interview, and is used by the organisation solely for monitoring and / or statistical purposes.**

PLEASE COMPLETE IN BLACK INK OR TYPESCRIPT.

Gender Male

Female

	Day	Month	Year
DATE OF BIRTH	<input type="text"/>	<input type="text"/>	<input type="text"/>

Marital Status

Single

Married

Separated

Widowed

Divorced

Other
(Please specify)

Ethnic Origin

White

Black - African

Black - Caribbean

Indian

Pakistani

Bangladeshi

Chinese / S.E. Asian

Other (Please specify)

Disability

Do you regard yourself as having a disability ?

YES / NO

Post applied for:

Reference:

5.9.02equa



Have you been the subject of any disciplinary proceedings at work? Yes No

If Yes please give details (on another sheet of paper if necessary)

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 as amended.

Applicants are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provision of the Act and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the employer. Any information given will be completely confidential and will be considered only in relation to this application.

Have you been convicted of a criminal offence by a court of law (with the exception of minor motoring offences or offences committed as a juvenile under the age of 16)? Yes No

If Yes please give details including the offence and the date:

Please note that if you are appointed your employment will be subject to satisfactory Police Data Check.

APPLICANT: Read and sign below

The information provided by me in this application for employment is true and complete to the best of my knowledge. I understand that if I am employed any false statement may be considered as cause for possible dismissal.

Applicant's Signature: _____

Date: _____