**EMPLOYMENT APPLICATION**

This form may not allow sufficient space for provision of the information requested, or other information you feel would be relevant to the application. If this is the case, please include additional sheets.

**PERSONAL DETAILS:**

|  |  |  |
| --- | --- | --- |
| **Post applied for:** | | |
| **Where did you see the post advertised?** | | |
| **Surname:** | **First Name(s):** | |
| **Address:** | | |
|  | | **Postcode:** |
| **Telephone No: Daytime: Evening:**  **E-mail address:** | | |
| **Are you legally eligible for employment in the UK? Yes / No** (delete as applicable)  **Do you require a work permit to work in the UK? Yes / No** (delete as applicable)  *Please note that prior to making an offer of employment, we are required by law to verify documentary evidence (and maintain copies for our files) regarding a candidate’s eligibility to work in the UK. This applies to all applicants regardless of nationality/origin.* | | |
| **Have you any criminal convictions which are not ‘spent’?**  **Yes / No** (delete as applicable)  **If yes please give dates and details.**  *Due to the nature and responsibilities involved in this post, we are permitted to carry out a full Enhanced DBS check on the successful applicant.* | | |

**CURRENT (OR MOST RECENT) EMPLOYMENT OR WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| Title of Post  Number of Hours worked per week: | | |
| Name and Address of Employer | | |
|  | | Postcode |
| Nature of Business | Date of Appointment | |
| Salary and Hourly Rate  (Full time equivalent) | Period of Notice / Contract End Date | |
| Summary of Duties Responsibilities  Reason for Leaving: | | |

**PREVIOUS EMPLOYMENT OR WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| Title of Post  Number of Hours worked per week: | | |
| Name and Address of Employer | | |
|  | | Postcode |
| Nature of Business | Date of Appointment | |
|  | Contract End Date | |
| Summary of Duties Responsibilities  Reason for Leaving: | | |

**OTHER PREVIOUS EMPLOYMENT** (most recent first - you may include unpaid work)

Please give a brief explanation of any periods of unemployment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer’s Name and Address | Title of Post Held | Salary and Scale (FTE) | Date  From | Date  To | Reason for leaving |
|  |  |  |  |  |  |

**EDUCATION AND QUALIFICATIONS** (most recent first). Include details of any qualifications for which you are currently studying/expect to attain.

|  |  |  |  |
| --- | --- | --- | --- |
| Schools, Colleges Universities or other Training organisations | From\* | To\* | Programme of study/examinations taken (with levels and grades) |
|  |  |  |  |

\* Inclusion of qualification dates is not compulsory

**PERSONAL INTERESTS/HOBBIES**

|  |
| --- |
|  |

**APPLICANTS WHO HAVE FRIENDS OR RELATIVES CURRENTLY INVOLVED IN THE SERVICES OF ALPHA INCLUSION**

Alpha Inclusionis committed to transparent and fair recruiting and so requires applicants to declare any links to current employees, volunteers or clients of Alpha Inclusion.

**REFERENCES**

Please give the name, address and telephone number of two people who would be willing to give you a reference. If you are currently or have recently been in employment, one of these should be your current or last employer. If not, a referee should be a person who can make a statement with regard to your character, e.g. a school or college teacher. Referees must not be members of your family or related to you in any way.

|  |  |  |
| --- | --- | --- |
| Name | Name | |
| Job Title (if applicable) | Job Title (if applicable) | |
| Address | Address | |
| Postcode | Postcode |
| Telephone | Telephone | |
| How does this person know you? | How does this person know you? | |

**INFORMATION IN SUPPORT OF THIS APPLICATION**

|  |
| --- |
| **Please use the space below explain why you would be a good applicant for the post, including any experience you have gained, skills you have to offer and personal qualities. This may include work and voluntary/domestic activities (e.g. school committees, charity work). Please relate your comments to the job description and specification. This box can be extended to fit or you may continue on additional sheets as required.**  Please continue on an additional sheet if necessary |

**APPLICANT’S DECLARATION**

I hereby give my consent, in connection with this application, for all previous employers, educational institutions and references to be contacted to obtain and verify the accuracy of information provided by me in support of this application.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of the application or immediate termination of employment, whenever it may be discovered.

I understand that Alpha Inclusion Ltdis permitted to hold personal information about me as identified on this application form as part of its recruitment procedures and personnel records.

**Note:** Alpha Inclusion Ltdis an equal opportunities employer and does not unlawfully discriminate in employment. No information provided by the applicant will be used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by law.

|  |  |
| --- | --- |
| **Applicant’s signature:** | **Date:** |

|  |  |
| --- | --- |
| FOR OFFICE USE ONLY | |
| Date application received: | Interview: Yes / No |
| Shortlist Yes / No | Notes on references: |