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| **APPLICATION FOR EMPLOYMENT**  Position Applied for:  Date of application: | | |  | |
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| **Return this form to: By email to:** [k.wakefield@sightconcern.co.uk](mailto:k.wakefield@sightconcern.co.uk)    **By post to: Sight Concern Worcestershire**  **The Bradbury Centre**  **2 Sansome Walk**  **Worcester**  **WR1 1LH** | | | | |
| **Forename** | **Surname** | | | **Title** |
| **Address:** | | **Email Address:**  **Telephone** **number:** | | |
| **NI No.** | | **Do you hold a current driving licence?** | | |
| **Are there any restrictions on you taking up employment in the UK? Yes No (If yes, please provide details)** | | | | |
| **Please tell us where you heard about this vacancy:** | | | | |

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| **Education History** |
| **Schools Qualifications gained** |
| **Colleges/Universities Qualifications gained** |
| **Other training** |

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| Other Employment  Please note any other employment you would continue with if you were to be successful in obtaining this position. (Please include the number of hours this takes per week) |

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| **Employment History (Please complete in full and use a separate sheet if necessary)** | | | |
| Name and address of employer | Job title and duties | Salary | **Period of employment and reason for employment** |
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| **Notice required in current post:** | | | |

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| **Supporting Statement**  Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification). |

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| **References** | |
| Please note here the names and addresses of two persons from whom the company may obtain both character and work experience references. | |
| **1.** | **2.** |

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| **Criminal Record** |
| ‘Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) **(If yes, please provide details)**  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  In certain circumstances employment is dependent upon obtaining a satisfactory disclosure from the Disclosure and Barring Service (previously Criminal Records Bureau). |

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| **DECLARATION (Please read this carefully before signing this application)**   1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. 2. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Services for an enhanced Disclosure and Barring Service (DBS) Check. I understand that should I fail to do so or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.   If sending via email signature is not required, however your email will be taken as confirmation.  Signed: ………………………………………………….. Date: ……………………………………….. |