



For Official Use Only:

# Job Application Form

## About Our Recruitment Process

If you have a disability, which makes it difficult to complete this document or to participate in any part of our recruitment process, please contact us and we will be happy to discuss reasonable adjustments which can be made to assist you.

Position applied for:

Job vacancy number (where applicable):

Establishment:

## 1: About You

Surname:	Forename(s):	Title:
Home telephone:	Mobile:	Work telephone:
Address:		Postcode:

Do you hold a current driving licence?    Yes    No

Do you have the right to work in the UK?

Are you over 18?

21 or over?

NI Number:

If teacher give DfES reference number:

If nurse give UKCC reference number:

At interview you will be asked to produce documentary evidence (for example P45, P60, NI Card, EU Passport and Home Office Passport endorsement stamp).



## 2: Who do you currently work for?

Name and address of employer:

Type of business:

Job title:

Present salary:

Date of employment:

Benefits:

Briefly tell us the main things you have done as part of your job:

Reason for seeking other employment:

If you are applying for part-time work, please indicate when you are available to work by ticking the boxes below:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mornings							
Afternoons							
Evenings							
Night-shift							



### 3: Who have you worked for in the past?

Use the table below to tell us about your work experience starting with the most recent, prior to your current employer. Remember to include any voluntary work experience you have. Please also explain any gaps in your employment history.

Employer:	Job Title:	Dates (from/to):	Reason for leaving:

### 4. Attendance records for last 3 years

Please list below all absences due to ill health or any other reason, other than holidays or maternity / paternity / adoption leave during the last 3 years.

Year:	Number of occasions:	Total number of days on each occasion:

Please note that all new employees are required to complete a medical questionnaire and may be asked to undergo a medical examination.



## 5: What qualifications / training do you have?

Please include details of any occupational or other training

Name of secondary school/college/university/company	Dates (from/to):	Qualifications gained (and grades if known)

## 6. Why do you think you are suited to this job?

Use as much of the space as you wish to explain how well you match the qualities needed to do this job.



## 7: Referees

Please give the name of your current and most immediate employer who is not related to you.

If you only have one work referee, your second referee may be a character referee who is not related to you. If you have no previous work experience, you may use your Head Teacher or Tutor's names, and your second referee should be a character referee who is not related to you.

Name:	Name:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Telephone Number:	Telephone Number:

If none of the above is your present employer, please give reasons:

May references be taken up without further approval?    Yes    No

## 8: Declaration

Signature of this document indicates that you have read the job description and any other information issued relating to the vacancy and can comply with its requirements. In addition, it indicates that all the information given by you is accurate. Incomplete or misleading information may, on discovery, result in summary dismissal.

Signature:

Date:

### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Due to the nature of Apna House's work we use the Disclosure & Barring Service (DBS) to make checks at an enhanced or standard level (depending on the job applied for) on all persons offered employment by Apna House. We shall deduct the cost of the DBS check from your first salary / wage and by signing this form you are in acceptance of this.

### Data Protection Act

Information provided by you on this application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, the data will be stored for 12 months and then destroyed. If you are a successful candidate relevant information may be taken from this form and used as part of your personal record. Disclosures will only be made for payroll and personnel administration procedures.

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## Apna House is an equal opportunities employer

It is our policy to select employees solely on job-related criteria irrespective of race, sex, disability, marital status, age etc. To make sure all the recruitment decisions reflect the aims of the Equal Opportunities policy we monitor all stages of our recruitment and selection process

In order to do this, we require all job applicants to provide the information requested below.

The information you provide will be removed and will not be seen by anyone involved in any stage of the selection process are you the sole or main carer for any dependants.

Name:	
Job vacancy number (where applicable):	Position:

## Personal details

Date of birth:	Sex: Male Female
Marital status: Single Married Civil Partnership Divorced Widowed	

## Ethnic origin

How would you describe your ethnic origin? Please specify:

Asian	Bangladeshi	Black	Black African	Black Caribbean	Chinese	Pakistani	Indian	White	Other
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## Religion or belief

What is your religion or belief? Please specify:

Buddhist	Christian	Hindu	Jewish	Muslim	Sikh	Atheist	Agnostic	Other
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## Disability

The Disability Discrimination Act 1995 describes a 'disabled person as a person with a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.

Do you have such a disability?                      Yes                      No



## The advertisement

Are you responding to an advertised vacancy?	Yes	No
If 'yes' where did you see the job advertised?	Yes	No
Are you an internal applicant?	Yes	No

## Checklist for office use only

Is the application form fully complete? Yes No

Full employment history from leaving school - dates including months? Yes No

Have all gaps in employment been explained? Yes No

Have all reasons for leaving been explored? Yes No

Has ID been photocopied (tick applicable)

- Passport
- Driving license
- 2 proofs of address (e.g. utility bills)
- NI card
- Documentation of name change if relevant
- Marriage certificate
- Proof of eligibility to work (visa) if relevant
- Last 5 years of address including months

Proof of qualifications seen and photocopied? Yes No

Further notes comments- Actions required