## Application for Employment

**Please print clearly in black ink**

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| Position applied for:  REF NO: |

# Personal information

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| Title:  Forenames: Surname: | |
| Address:  Email: | Telephone numbers:  Home:  Mobile: |
| Date of birth: |
| Are you legally eligible for employment in the UK? | |
| How did you hear of this vacancy? | |
| Salary in present/last employment: | |

### Referees

Please name two referees, excluding relatives. Employment is subject to satisfactory references.

Do you agree to your current employer being approached before you are offered the job? Please tick: Yes 🞎 No 🞎

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| --- | --- |
| Name  Address  How is the referee known to you?  Telephone No:  Email: | Name  Address  How is the referee known to you?  Telephone No:  Email: |

# Education

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| --- | --- | --- |
| Final Secondary school  Further Education | From/to  From/to | Examination and results  Courses and results |
| Professional memberships and qualifications: | | |

# Training and personal skills

Please indicate skills and training courses undertaken and any experience relevant to this appointment.

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### Employment History

#### **Begin with your most recent employment**

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| --- | --- | --- |
| From/to | Name of Employer,  type of business | Position held, key responsibilities and reason for leaving |
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| Date available for work, or notice period required | | |

Additional information

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| Please explain why you are applying for this position and outline how you meet the job description and person specification and add any other relevant information in support of your application. You may use extra sheets. |
| Please give details of hobbies and interests (include membership of any professional organisations, and office held and any voluntary work) |

# Criminal Convictions

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| Do you have any unspent convictions under the terms of the Rehabilitation of Offenders Act 1974?  ⬜ Yes ⬜ No  If yes, please provide details: |

# Data Protection

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| Under the GDPR, information is obtained and held by FORWARD only as part of the recruitment and selection process. This information is regarded as strictly confidential and will be stored securely for a period of no longer than 6 months  For more details about how FORWARD collects, process and stores your data, please contact recruitment@forwarduk.org.uk |

# Consent

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| I hereby provide explicit consent for the processing of my personal data contained in this application by FORWARD UK, specifically:  Any criminal offences for the purpose of checking my suitability. ⬜ Yes ⬜ No  My nationality for the purpose of determining my right to work in the UK. ⬜ Yes ⬜ No  Any health concerns for the purpose of making reasonable adjustments. ⬜ Yes ⬜ No  The application form to be maintain in the record and computerised filing systems for a period over 6 months and no superior to 1 year for the purpose of being inform of other potential vacancies If I’m unsuccessful on this application. ⬜ Yes ⬜ No |

# Declaration

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| I confirm that all the above information is to my knowledge, true, correct and complete. Any misinformation will result in immediate dismissal. |
| Signature Date |

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| **PLEASE RETURN BY EMAIL TO:** |

[recruitment@forwarduk.org.uk](mailto:recruitment@forwarduk.org.uk) or

By post to Recruitment, FORWARD, Suite 4.7 Chandelier Building, 8 Scrubs Lane, London, NW10 6RB