

Employment Application Form

Please refer to guidance notes before filling in this form. Please write or type in black ink.

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--|---------|--------|
| Position Applied for: | | | |
| First Name | | Surname | |
| Address: | | | |
| Telephone Number Daytime | | | |
| Telephone Number Evening | | | |
| NI number: | | | |
| Email address: | | | |
| Date of Birth | | M/F | |
| If you have given the phone number of your current employer, are you happy to receive calls in relation to your application during work time? | | | YES/NO |
| Period of notice to be given, if applicable: | | | |
| Please tell us the reason for wanting leaving your current/most resent employment? | | | |
| | | | |

| Employment Reference | Personal Reference | |
|-------------------------------------------------------|---------------------|--------|
| Name | Name | |
| Address | Address | |
| Tel. Day | Tel. Day | |
| Tel. Eve | Tel. Eve | |
| Relationship to you | Relationship to you | |
| Telephone Number: | Telephone Number: | |
| Email address: | Email address: | |
| Can we take up employer's reference before interview? | | YES/NO |
| Do you hold a full current driving licence? | | YES/NO |
| Do you have access to a car? | | YES/NO |

REHABILITATION OF OFFENDERS ACT 1974.

All people working with children in The Cornerstone will be asked to complete the Necessary forms to enable police checks to be carried out.

| | |
|-------------------------------------------------------------|--------|
| Have you ever been convicted of a criminal offence? | YES/NO |
| If yes please give details of the conviction(s) and Date(s) | |
| | |

Please tell us how your skills, experience and achievement to date would make you a suitable candidate for this post. Include details of any unpaid or voluntary work.

Please continue on a separate sheet if required.

| | | |
|-----------------------------------------------------------------------------------|---------------|-----|
| Education and Qualifications | | |
| Please give details of courses attended and examination results, including dates. | | |
| | | |
| Other training courses including short and in service training. | | |
| | | |
| First Aid. Please give details of qualifications and training. | | |
| | | |
| Employment | | |
| Name and Address of current or most recent employer. | | |
| | | |
| Post Held | From: | To: |
| Other employment/Career history | | |
| Employer: | Employer: | |
| Address: | Address: | |
| Position Held | Position Held | |
| From / To | From / To | |

Candidates Signature _____ Date _____



Equal Opportunities Monitoring Form

All Applicants are required to complete this form.

This group is committed to working towards being an Equal Opportunities Employer. In order to monitor this process we require you to complete this form. It will be used solely for monitoring the selection process. Immediately on receipt of your application this monitoring form will be filed separately from your application form by a person not involved in the selection process. Neither the monitoring form or application form will be marked in any way that could permit information on the monitoring form to be linked to a particular application form. Please do not put your name on the form.

Please complete all the questions on this form.

Ethnic Origin (Please tick appropriate box)

| | | | | | |
|------------------|--|---------------------------|--|-----------------|--|
| African | | Asian/Chinese | | U.K | |
| Asian/Indian | | Asian/African | | Irish | |
| Asian/Pakistan | | Asian/Other | | Other European | |
| Asian/Bangladesh | | Caribbean/ West Indian | | Other Countries | |

Gender (Please tick appropriate box)

| | | | |
|--------|--|------|--|
| Female | | Male | |
|--------|--|------|--|

Please tick this box to indicate that you are aged between 18 and 65 years.

How did you find out about this vacancy?
(Please say where you saw the advert)