



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.
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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	
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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)