

APPLICATION FOR EMPLOYMENT

Please note that only a completed application form with a covering letter, will be accepted. Please ensure that any additional or specific information requested in an advertisement or information pack is provided together with this form at the time of submission. You will be asked to provide copy of certificates for any relevant professional qualifications held. The information you provide on this form will be used by the Forum Trust staff responsible for making an appointment and for that purpose only. A copy of the form will be kept on the personnel file of any successful candidate while other forms will be destroyed within one year of the date of the application.

SECTION 1 – PERSONAL INFORMATION

Position Applied For

Where did you hear about the job?

Title

Last Name

First Name(s)

Contact Details

Street Address & Town

Postcode:

Telephone Day:

Telephone Evening:

Mobile:

Email:

National Insurance Number

Nationality

Do you require a work permit to work in the UK?

Yes No

Do you hold a current driving licence?

Yes No

Have you been convicted of any criminal offences, which cannot be regarded as spent convictions under the Rehabilitation of Offenders Act 1974 or do you have any proceedings pending?

Yes No

If yes, please give details. [You do not have to give information on spent convictions]

Do you have a disability as defined by the Equality Act 2010

Yes

No

The Equality Act 2010 defines disability as – ‘a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities’.

If yes, please give details and any reasonable adjustments that would assist you in employment.

SECTION 2 – EDUCATION

SECONDARY, FURTHER AND HIGHER EDUCATION *(please see over page for professional/technical qualifications)* Include details including dates of your School/College/University; Subjects studied; and the Qualifications you gained with grades

SECTION 3 – TRAINING AND DEVELOPMENT

TECHNICAL, PROFESSIONAL or OCCUPATIONAL TRAINING, QUALIFICATIONS and MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS

Please include your College ;Institute or employer; type of training; dates; subjects studied and the qualifications and grades

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SECTION 4 – EMPLOYMENT HISTORY *(please list most recent employer first)*

Please state amount of notice required by current employer.

Please state "none" if applicable.

Notice Required

Earliest date available for employment

Please include your dates of employment (month and year): Name and address of employer; the position held and your reason for leaving

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SUPPORTING STATEMENT

Referring closely to the Job Description and Person Specification provided please demonstrate your suitability for this vacancy. You can include information about your current or last job and any other details about skills, personal qualities and experience which you consider relevant to the advertised position, giving specific examples of what you can offer. This information may cover a wide range of subjects and does not have to be work-related. Please feel free to continue on a separate sheet if necessary.

[Empty box for supporting statement]

REFEREES

Please state the names and addresses of two people who have consented to act as your referees, one of whom should be your current or last employer. **We will not contact a referee without your prior consent.**

Relationship:

Telephone

Email

Relationship:

Telephone

Email

SECTION 5 – EQUAL OPPORTUNITIES STATEMENT

The Forum Trust Limited is committed to the active pursuit of an equal opportunities policy. It aims to ensure that all of its employees, prospective employees, and people it has dealings with are treated equally and that no one receives less favourable treatment on account of disability, race, colour, age, nationality, ethnic origin, gender, sexual orientation, marital status, religious or political beliefs, or on any grounds which are not relevant to good employment practice for staff or cannot be shown to be justified.

SECTION 6 – DISCLOSURE AND BARRING CHECK

Please note that an enhanced DBS check will be carried out for all public-facing members of staff. Further details will be given to the successful applicant.

SECTION 7 - DECLARATION

I understand that any offer of employment by The Forum Trust Ltd is based upon the accuracy of statements contained in this application.

I declare that all statements given are, to the best of my knowledge, an accurate statement of facts and that any false statement could result in the appointment being declared invalid.

Signed *[an electronic signature will suffice]*

Date

Print Name

Thank you for completing this application form.

Please return this form together with any accompanying documents required to:

HR Team
Flagship Group
31 King Street
Norwich
Norfolk
NR1 1PD

Email: Recruitment@Flagship-Group.co.uk