**PRIVATE & CONFIDENTIAL**

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| **APPLICATION FORM** |
| **Role applied for** |   | **Date** |  |
| **Service** |  | **Location**  |  |
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| **PERSONAL DETAILS** |
| **Surname** |  | **First name** |  |
| **Title** |  | **Mobile** |  |
| **Address** |  |
| **Email address** |  |
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| **EMPLOYMENT DETAILS** |
| Please give full employment history from leaving full-time education and detailing any gaps in employment. Continue on an additional sheet if required.  |
| **Dates (to/from)** | **Employer Name & address** | **Position Held** | **Leaving salary** | **Reason for leaving/gaps in employment** |
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| EDUCATION |
| Dates(to/from) | School/University | Qualification/Subject | Grade/Level |
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| PROFESSIONAL QUALIFICATIONS & TRAINING  |
| Dates(to/from) | Awarding body | Qualification/Subject | Grade/Level |
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| EXPERIENCE & SUPPORT INFORMATION |
| Please use this section to explain why you are suitable for this role, ensuring that you give relevant examples of how you meet the Job Description and Person Specification. |
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|  **DRIVING**  |
| Do you hold a current clean, full UK Driving licence? | Yes / No |
| Do you have Category D1 on your licence? | Yes / No |
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| **REFERENCES** |
| Please give the name and address of two referees who have supervised you in a professional capacity and who may be consulted regarding your suitability for this role. Referees should cover your current/most recent role and preceding 5 year period. |
| **Name** | **Position & Organisation** | **Address** | **Tel No.****Email address** |
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| Are you happy for QEF to take up references? | Yes / No |
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| REHABILITATION OF OFFENDERS ACT  |
| All posts within QEF are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (England and Wales) Order 2013, therefore, all applicants are required to disclose details of all spent and unspent convictions. Please note that for certain positions the successful applicant may need to undertake a Disclosure and Barring Service check at enhanced level. |
| Do you have any convictions, cautions, reprimands or final warnings?  | Yes / No |
| Have you at any time received a conviction, caution, reprimand or final warning for a criminal offence? | Yes / No |
| If yes, please give details |

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| **ELIGIBILITY TO WORK IN THE UK** |
| Are you legally permitted to work in the United Kingdom?  | Yes/No | If No, please give details |  |
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| **INTERVIEW ARRANGEMENTS** |
| The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has substantial and long term adverse effect on his/her ability to carry out normal day-to-day activities which has lasted or is likely to last for at least 12 months. |
| Do you consider yourself to have a disability / impairment covered by the Equality Act (2010)? | Yes / No |
| Is there anything we need to know in order to offer you a fair selection process at interview? If yes please give details. | Yes / No |
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| **DECLARATION** |
| I understand that the information provided includes personal data under the Data Protection Act 1998 and I hereby consent to QEF processing the information for the purposes of this application and any subsequent employment with QEF.  | Yes/No |
| If it is found that any of the information provided in my application is false or if I have knowingly concealed any fact concerning my eligibility for this role, my name will be withdrawn as a candidate and any resulting offer of employment rescinded. | Yes/No |
| I confirm that the information given in this form is correct and that I have not knowingly withheld any material facts. | Yes/No |
| I understand that failure to disclose any criminal offence could lead either to my application being rejected or, to dismissal if I am appointed and it is subsequently learnt that I do have a criminal conviction(s). | Yes/No |
| **SIGNED** |  | **DATE** |  |

***Please note that we aim to respond all applications within three weeks.***

***If you have not heard within this timeframe, please assume that on this occasion you have not been successful.***

***Thank you for taking the time to send in the application.***