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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | EMPLOYMENT APPLICATION FORM HEARTLIFT | | | | |  | |
|  | | | | | | | | |
| **POSITION APPLIED FOR:** | | |  | | | | | |
|  | | | | | | | | |
| **The following information will be treated in the strictest confidence.** | | | | | | | | |
| **PERSONAL** | | | | | | | | |
| (Please complete this section in BLOCK CAPITALS) | | | | | | | | |
| Surname: |  | | | First Name(s): |  | | | |
| Previous name (s): |  | | | | | | | |
| Address: |  | | | | | | | |
|  | | | | | | | | |
| Postcode: | | | | | | | | |
|  | | | | | | | | |
| Contact Tel. No: | | | | Date of Birth: | | | | |
| Email: | | | | National Insurance no.: | | | | |
| Current legislation means that you will need to provide documentary evidence (for example National Insurance no.) showing your entitlement to work in the UK. You should be aware that you will be asked to provide this prior to appointment. | | | | | | | | |
| Do you have the right to work in the UK and can you provide original documents to prove this right? | | | | | | | | YES/NO |  |
| Do you need a work permit to take up employment in the U.K.? | | | | | | | | YES/NO |  |
|  | | | |  | | | | |
| Full Driving Licence: | | | | | | | | YES/NO |
| Endorsements: | | | | | | | | YES/NO |
| If YES, please give further details including dates: | | | | | | | | |
|  | |  | |  | | | | |
| Due to the nature of the work for which you are applying, this post is exempt from the provisions of section 4(2) of the Rehabilitations of Offenders Act 1974 by virtue of the Rehabilitations of Offenders Act 1974 (Exemptions) Order 1975. Applicants are therefore **not** entitled to withhold any information about convictions which for other purposes are “spent” under the provisions of the Act. In the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by Heartlift. Any information given will be completely confidential but we will check information provided via the Disclosure and Barring Service and Children’s Barred List. | | | | | | | | |
| Have you ever been charged with or convicted of a criminal offence; or, are you at present the subject of criminal investigations? | | | | | | YES/NO | | |
| If YES, please give full details: | | | | | |  | | |
| Are you registered on Children’s Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body? (Evidence will be required and checks will be made). | | | | | | YES/NO | | |
| If YES, please give full details: | | | | | |  | | |
| Have you ever worked abroad? (Please note that if you have ever worked abroad, we will require evidence of an overseas DBS check from the time that you were there.) | | | | | | YES/NO | | |
| Heartlift is committed to providing equal opportunities to all persons without discrimination and ensuring that all stages of the recruitment process are fair. | | | | | |  | | |
| Please indicate if you have a disability? | | | | | | YES/NO | | |
| If YES, do you require any adjustments to the selection process? Please give details: | | | | | | | | |
| Have you applied for employment with this charity before? | | | | | | YES/NO | | |

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Schools attended since age 11 | From | To | Examinations and Results |
|  |  |  |  |
| College or University | From | To | Courses and Results |
|  |  |  |  |
| Further Formal Training | From | To | Diploma/Qualification |
|  |  |  |  |
| Job related Training Courses  Name of Organisation | Date | Subject | |
|  |  |  | |

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| --- |
| Please give details of membership of any technical or professional associations: |
|  |
| Please list languages spoken and the level of competence: |
|  |

**PRESENT OR LAST EMPLOYER**

Are you currently employed? YES/NO

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of present or last employer: | | | | |  | | |
|  | | | | |  | | |
| Address: |  | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| Telephone No: | |  | | | | | |
|  | |  | | | | | |
| Nature of business: | | |  | | | | |
|  | | |  | | | | |
| Job title and a brief description of your duties: | | | | | |  | |
|  | | | | | | | |
| Reason for Leaving: | | | | | | | |
|  | | | | | | | |
| Length of Service: | | | | From: | | | To: |

**EMPLOYMENT DETAILS**

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From  Month/year | To  Month/year | Place of work/employer | Title/responsibility | Reason for leaving |
|  |  |  |  |  |
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| --- | --- |
| Have you ever been dismissed by any of the above employers? If yes, further details will be required from you. | YES/NO |

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| **Relevant skills, knowledge and experience**  Please use this section to show how you meet the requirements of this post. (Continue on an additional sheet if necessary). |
|  |
|  |

**REFERENCES**

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? YES/NO

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| Tel. No: | Tel. No: |
| Email: | Email: |

**DECLARATION**

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable), furthermore, if my application is not successful on this occasion the Company will hold this data for 6 months in order to notify me of future opportunities. If I am not appointed immediately, I will notify the Company in writing if I do not want my data retaining for six months. All data is held in compliance with the Data Protection Act 1998.

|  |  |
| --- | --- |
| Signature: | Date: |

**SOURCE OF APPLICATION**

How did you hear of this vacancy?

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