

Application for Employment

Please read the guidance notes before you complete the form. Please complete in black ink or type.

Job applied for:	Reference Number:
Department:	Closing Date:

PERSONAL DETAILS

Surname

Forename

Title (Mr/Ms/Mrs/Miss etc)

Address

Postcode

Tel (home)

Work

Mobile

Email Address

NI Number

If you do not have an NI number, you will need to provide proof of entitlement to live and work in the UK e.g. work permit, visa, EU passport

Are you related to, friends with or in a relationship with any current or former staff member, trustee, volunteer or service user? **Yes/No**

Have you ever received support from any of Lorica St Patrick's services? **Yes/No**

If you answered yes to either of these questions please give details below:

OCCUPATIONAL HISTORY

Please give details of your last 3 positions. References will only be requested after a conditional verbal job offer has been accepted.

Name and Address of current or most recent Employer

Period employed: from

to

Salary

Job Title

Brief outline of duties and responsibilities

Reason for leaving or wanting to leave

Referee name and address	Referee Job Title
Referee email address	

Name and Address of previous Employer	
Period employed: from	to
Salary	
Job Title	
Brief outline of duties and responsibilities	
Reason for leaving or wanting to leave	
Referee name and address	Referee Job Title
Referee email address	

Name and Address of previous Employer	
Period employed: from	to
Salary	
Job Title	
Brief outline of duties and responsibilities	
Reason for leaving or wanting to leave	
Referee name and address	Referee Job Title
Referee email address	

PREVIOUS HISTORY			
Please give as much information as you can about work/voluntary work history prior to the 3 jobs listed above. Please include career/study breaks. Information about unrelated positions dating back more than 10 years need not be provided.			
Dates from to	Employer	Job Title	Main Duties

EDUCATIONAL QUALIFICATIONS

School/college	Qualification and grade

University or professional qualification	Qualification and grade

TRAINING
Please give details of any training that may be relevant to this application

KNOWLEDGE,SKILLS AND EXPERIENCE RELEVANT TO THE POST

This is the most important part of the form as it tells us about your knowledge, skills, abilities and experience. Please refer to the person specification and state how you feel you meet these criteria by giving examples.This information plays a significant part in the shortlisting process. *Use extra sheets if you need to and make sure they are clearly marked with your name job title and job reference.*

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ATTENDANCE	
How many days sickness absence have you taken in the past 2 years?	
Please give information regarding the reasons for this absence:	
Nature of illness	Number of days absent
Nature of illness	Number of days absent
Nature of illness	Number of days absent
Nature of illness	Number of days absent
Nature of illness	Number of days absent

Would you be willing to undergo a Criminal Records Bureau Check? Yes/No

Declaration:

I authorise the company to obtain references to support this application after interview and after an offer being made and accept and release the company and referees from any liability caused by giving and receiving information.

I declare that the information given in this application is to the best of my knowledge true and accurate. I understand that if the information provided is false or misleading in any way, or if I wilfully omit or suppress any material facts, it will result in my application not being pursued, or if appointed, may lead to disciplinary action and dismissal.

Signed:	Dated:
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If you are successful at reaching interview you will be asked to sign your application form if it has been submitted electronically.

Please return the completed application form to :

Sallie Quinlan, Lorica St Patrick's, 1-3 Cambridge Road, Hove, BN3 1DE or sallie.quinlan@lorica.org.uk