



APPLICATION FORM

PLEASE COMPLETE THIS FORM IN YOUR OWN HANDWRITING AND IN BLACK INK.

Return completed forms to:

Jane Nulty, Riverside House, Stephenson Way, Three Bridges, Crawley, West Sussex. RH10 1TN.	Tel:	(01293) 447712
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POSITION APPLIED FOR:	
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1. PERSONAL DETAILS

TITLE:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Other:
FIRST NAME:					
SECOND NAME:					
OTHER NAMES USED:					

CURRENT ADDRESS:	MOBILE NO.:	
	HOME NO.:	
	WORK NO.:	
E-MAIL:	MAY WE CALL YOU AT WORK?	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	

DO YOU HOLD A CURRENT FULL DRIVING LICENCE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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DO YOU HAVE THE USE OF A MOTOR VEHICLE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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ARE THERE ANY DATES YOU WOULD NOT BE AVAILABLE FOR AN INTERVIEW?	
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IF YOU ARE CURRENTLY EMPLOYED, HOW MUCH NOTICE WOULD YOU BE EXPECTED TO GIVE?	
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WHERE DID YOU SEE THIS POST ADVERTISED?	
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2. EDUCATION/QUALIFICATIONS/TRAINING

PLEASE GIVE DETAILS OF YOUR EDUCATION SINCE THE AGE OF 11:

DATES ATTENDED		NAME & ADDRESS OF SCHOOL/COLLEGE/UNIVERSITY, ETC.	QUALIFICATIONS OBTAINED	DATE AWARDED
FROM	TO			

(Continue on separate sheet if necessary.)

PLEASE PROVIDE DETAILS, INCLUDING DATES, OF ANY OTHER PROFESSIONAL OR OTHER QUALIFICATIONS YOU HAVE/ARE UNDERTAKING WHICH ARE RELEVANT TO YOUR APPLICATION. PLEASE ALSO INCLUDE RELEVANT COURSES/TRAINING ATTENDED.

(Continue on separate sheet if necessary.)

3. EMPLOYMENT HISTORY

PLEASE GIVE DETAILS OF YOUR CURRENT OR MOST RECENT EMPLOYMENT:

EMPLOYER'S NAME:			
ADDRESS:		POST CODE:	
		TELEPHONE NO.:	

JOB TITLE:			
SALARY:		DATE STARTED:	

BRIEF DESCRIPTION OF MAIN DUTIES AND KEY RESPONSIBILITIES OF POST:

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DATE FINISHED (IF RELEVANT):		NOTICE REQUIRED:	
REASONS FOR FINISHING OR LOOKING FOR NEW EMPLOYMENT:			

PREVIOUS EMPLOYMENT

(Start with most recent at top. Please account for all gaps in employment history)

DATES		NAME AND ADDRESS OF EMPLOYER	BRIEF DESCRIPTION OF MAIN DUTIES AND KEY RESPONSIBILITIES OF POST:
FROM	TO		
LEAVING SALARY	£	REASON FOR LEAVING:	

DATES		NAME AND ADDRESS OF EMPLOYER	BRIEF DESCRIPTION OF MAIN DUTIES AND KEY RESPONSIBILITIES OF POST:
FROM	TO		
LEAVING SALARY	£	REASON FOR LEAVING:	

DATES		NAME AND ADDRESS OF EMPLOYER	BRIEF DESCRIPTION OF MAIN DUTIES AND KEY RESPONSIBILITIES OF POST:
FROM	TO		
LEAVING SALARY	£	REASON FOR LEAVING:	

(Continue on separate sheet if necessary.)

4. CRIMINAL CONVICTIONS OR CAUTIONS

THE PROVISIONS RELATING TO NON-DISCLOSURE OF CRIMINAL CONVICTIONS, INCLUDING OFFICIAL POLICE CAUTIONS DO NOT APPLY TO THE POSITION YOU ARE APPLYING FOR. YOU MUST THEREFORE DISCLOSE ANY CRIMINAL CONVICTION OR CAUTION UNDER THE 1975 EXEMPTION ORDER SECTION 12 OF THE REHABILITATION OF OFFENDERS ACT 1974.

HAVE YOU BEEN CAUTIONED OR CONVICTED OF ANY CRIMINAL OFFENCE AT ANY TIME?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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IF YES, PLEASE PROVIDE DETAILS OF THE CONVICTION/CAUTION(S) RECORDED AGAINST YOU, I.E. THE OFFENCE, THE DATE ON WHICH YOU WERE CONVICTED AND THE PENALTY IMPOSED:

OFFENCE	DATE OF CONVICTION/CAUTION	SENTENCE/PENALTY IMPOSED

5. JOB SUITABILITY

PLEASE USE THIS PAGE TO GIVE EXAMPLES OF HOW YOU MEET THE REQUIREMENTS OF THE PERSON SPECIFICATION ENCLOSED WITH THIS APPLICATION PACK (SKILLS AND ABILITIES, KNOWLEDGE, EXPERIENCE ETC.)

(Continue on separate sheet if necessary.)

WHAT ARE YOUR INTERESTS AWAY FROM WORK?

(Continue on separate sheet if necessary.)

6. RIGHT TO WORK IN THE UK (ASYLUM IMMIGRATION ACT 1996)

IF YOU ARE INVITED TO INTERVIEW, PLEASE BRING ALONG PROOF OF YOUR RIGHT TO WORK IN THE UK. THE FOLLOWING ARE ACCEPTABLE DOCUMENTS:

- NATIONAL INSURANCE NO.
- P45
- P60
- PREVIOUS PAYSリップ
- BIRTH CERTIFICATE ISSUED IN UK OR REPUBLIC OF IRELAND
- PASSPORT
- WORK PERMIT
- CERTIFICATE OF REGISTRATION AS A BRITISH CITIZEN
- UK RESIDENCE PERMIT
- EEA PASSPORT OR IDENTITY CARD

7. REHABILITATION OF OFFENDERS ACT 1974

AS CRAWLEY OPEN HOUSE MEETS THE REQUIREMENTS IN RESPECT OF EXEMPTED QUESTIONS UNDER THE REHABILITATION OF OFFENDERS ACT 1974, ALL APPLICANTS WHO ARE OFFERED EMPLOYMENT WILL BE SUBJECT TO A CRIMINAL RECORD CHECK FROM THE CRIMINAL RECORDS BUREAU BEFORE THE APPOINTMENT IS CONFIRMED. THIS WILL INCLUDE DETAILS OF CAUTIONS, REPRIMANDS, AS WELL AS CONVICTIONS. HAVING A PREVIOUS CONVICTION WILL NOT NECESSARILY PREVENT YOU FROM OBTAINING EMPLOYMENT WITH CRAWLEY OPEN HOUSE.

8. REFERENCES

PLEASE GIVE DETAILS OF **TWO** PEOPLE (OTHER THAN MEMBERS OF YOUR FAMILY, PARTNER OR PARTNER'S FAMILY) TO WHOM WE MAY APPLY FOR REFERENCES. THESE REFEREES MUST BE ABLE TO COMMENT ON YOUR ABILITY TO MEET THE DEMANDS OF THE JOB FOR WHICH YOU ARE APPLYING. **YOUR FIRST REFEREE SHOULD BE YOUR CURRENT OR MOST RECENT LINE MANAGER.**

FIRST REFEREE		SECOND REFEREE	
NAME:		NAME:	
POSITION:		POSITION:	
ORGANISATION:		ORGANISATION:	
ADDRESS:		ADDRESS:	
TEL. NUMBER:		TEL. NUMBER:	
HOW DO YOU KNOW THIS PERSON?		HOW DO YOU KNOW THIS PERSON?	

MAY WE TAKE UP YOUR REFERENCES PRIOR TO INTERVIEW?

YES NO

9. RELATIONSHIPS WITH STAFF OR TRUSTEES

ARE YOU RELATED TO, OR DO YOU HAVE A CLOSE RELATIONSHIP WITH, ANY EMPLOYEE, SESSIONAL WORKER, CONTRACTOR OR TRUSTEE OF CRAWLEY OPEN HOUSE?

YES NO

HAVE YOU EVER BEEN EMPLOYED BY CRAWLEY OPEN HOUSE BEFORE?

YES NO

IF YES, TO EITHER OF THE ABOVE, THEN PLEASE GIVE DETAILS:

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10. DECLARATION

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION PROVIDED ON THIS FORM IS CORRECT. I UNDERSTAND THAT IF ANY PARTICULARS GIVEN IN THIS APPLICATION ARE FOUND TO BE FALSE OR IF I HAVE WILFULLY OMITTED OR SUPPRESSED ANY MATERIAL FACTS, I MAY BE LIABLE TO SUMMARY DISMISSAL IF APPOINTED.

SIGN:

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DATE:

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FOR INTERNAL USE ONLY

VISIT ARRANGED	YES/NO	DATE	ARRIVED
SHADOW ARRANGED	YES/NO	DATE	ARRIVED
INVITE TO INTERVIEW	YES/NO	DATE	ARRIVED
HOLD ON FILE BEFORE INTERVIEW	YES/NO	HOLD ON FILE AFTER INTERVIEW	YES/NO
APPOINTED	YES/NO	START DATE	