

APPLICATION FORM FOR EMPLOYMENT

Position applied for:

Application Reference (Office use only)

Employment history

<i>This section relates to your current (or most recent) post</i>	Job title:		
Employer:	Date started:		
Salary and benefits:			
Major duties and responsibilities:			
Previous posts (please start with the most recent and continue on a separate sheet if required):			
Job title:	Employer:	Dates (from-to):	Salary:

Education/training

Secondary education:	Dates attended:	Qualifications/grade:
Further/higher education:	Dates attended:	Qualifications (with date)/grade:

Other relevant training, professional qualifications or work related skills (for example languages, shorthand, etc):

Are you undertaking any course of study at present? (if so, please give details)

Do you have membership of any professional bodies? (if so, please give details, including any offices held)

It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.

Supporting information

Your application will be short listed on the basis of how you demonstrate that you meet the person specification provided for the post. Please use this section to give details you feel are relevant in support of your application, including why you are interested in this post. Use additional sheets if necessary.

Convictions

Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

References

Please give the details of two referees, stating how long you have known them. (One should be your current or most recent employer.) References for shortlisted candidates may be taken up before interview unless you request otherwise.

1. Name:	2 Name:
Address:	Address:
Telephone number:	Telephone number:
Occupation:	Occupation:
Time known:	Time known:
May references be taken up before interview?	May references be taken up before interview?
YES/NO	YES/NO

Data protection

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee, the right of access to personal data held about them.

I hereby give my consent to The Mersey Partnership processing the data supplied in this application form for the purpose of recruitment and selection.

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct (If returning this form by email, you will be deemed as having made this declaration even though the form is unsigned).

Signature

Date

Note: Any false, incomplete or misleading statements may lead to dismissal if recruited.