

The information requested on this form is required in order to assess your suitability for the position applied for. Please try to answer all questions as fully and accurately as possible and use a separate sheet of paper if you need more space. The information you provide will be treated as strictly confidential. **We are required, by law, to obtain evidence of identity and a Criminal Records Check for all staff, before employment commences.**

Position applied for.....

Title: Mr/Mrs/Miss/Ms

Surname First names
(Block letters)

Address
.....
.....
Post Code

Home Telephone No.....
Mobile Telephone No.....

Evidence of identity eg. Birth certificate or passport *Please do not complete this box.*

What evidence was provided? Passport or birth cert. no.

Seen by: Signature Date

Education and Training - Please give details of all educational or professional qualifications
School/College etc. attended Dates Examinations passed and qualifications obtained

Employment History - Please start with your present or most recent employment and work backwards. Any periods when not employed should be entered also. If you have not worked before please enter "NONE"
(If you have a CV, please enclose a copy with this application form and enter "See CV" below)

Date	Name of employer and	Position held and brief	Reason for leaving
From	To	nature of business	nature of duties

Policy on Smoking - Staff are not permitted to smoke at The Old Vicarage in the house or grounds.

Do you agree not to smoke, at any time, at The Old Vicarage? YES /NO (Please delete as appropriate)

Criminal convictions

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for any other purpose are "spent" under the provisions of the Act. Failing to disclose such convictions could result in dismissal.

Do you have any Criminal convictions or are any prosecutions pending?

Please answer YES or NO

Hours of Work - Please state the days and hours when you would be available for work.

<u>Day of Week</u>	<u>Morning</u>		<u>Afternoon</u>		<u>Evening</u>		<u>Night</u>	
	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Start Date - When would you be available to start work ?

References - please give the names and full addresses of two persons (not relatives) from whom we may obtain both work experience and character references. It should include your present employer if applicable.

No approach will be made to your present or previous employers before an offer of employment has been made.

- 1.
- 2.
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I declare that the statements I have made on this form are true. I understand that the non-disclosure or suppression of any relevant facts known by me may prejudice my application, or if appointed could lead to the termination of my employment.

Signature

Date