**APPLICATION FOR EMPLOYMENT**

Logo, company name

Description automatically generated

|  |  |  |
| --- | --- | --- |
| **PRIVATE AND CONFIDENTIAL**  **Return this form to:**  Stable and Wild  Unit 9, Manor Farm  Main Road, Astwood  Buckinghamshire, MK16 9JS  **POSITION APPLIED FOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Surname:** | **Forename(s) :** | **Title:** |
| **Any Previous Name (s)** | | |
| **Address:**  **Postcode:** | | |
| **NI No:** | **Telephone Number:** | |
| **Current Driving Licence?**  **Groups: Expiry Date:** | **Details of**  **endorsements:** | |
| **Are there any restrictions on you taking up employment in the UK?** | | |
| **How did you hear about the vacancy?** | | |
| **If your application is unsuccessful, are you happy for us to keep your details on file for future positions? Yes / No** | | |

**EDUCATION HISTORY**

|  |
| --- |
| **Schools/colleges/university Awarding Body Qualifications gained Dates Attained** |

**ANY OTHER RELEVANT TRAINING (e.g First Aid)**

|  |
| --- |
| **Training Awarding Body Qualifications gained Dates Attained** |

**EMPLOYMENT HISTORY**

Please provide a full history in chronological order (including any part time or voluntary roles). Please provide explanations of any periods where you were not in employment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name & Address of Employer** | **Job Title** | **Duties** | **Start/End Date** | **Rate of Pay** | **Reason for leaving** |
| **Notice required in current post:** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**OTHER EMPLOYMENT**

|  |
| --- |
| **Please note any other employment you would continue with if you were to be successful in obtaining this position:** |

**REFERENCES - PROFESSIONAL**

|  |  |
| --- | --- |
| Please note here the name, address and email of two persons from whom we may obtain both character and work experience references (previous employer and at least one other who should not be a personal friend, but someone who you have worked with professionally. If you have previously worked with children, then a reference should also be given from that organisation, even if they were not the last employer). | |
| **1.**  **Name :**  **Address :**  **Email Address :** | **2.**  **Name :**  **Address :**  **Email Address :** |

**REFERENCE - PERSONAL**

|  |
| --- |
| Please note here the name, address and email of at one person from whom we may obtain a personal character reference from. Someone who has known you for longer than 2 years. |
| **1.**  **Name :**  **Address :**  **Email Address :** |

**SAFEGUARDING/CRIMINAL RECORD**

|  |
| --- |
| Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Disclosure Scotland.  Stable and Wild take Safeguarding very seriously. You are reminded that providing false or misleading information or omitting material details is an offence and could result in your application being rejected or summary dismissal if you are offered a position with Stable and Wild. The matter may also be passed onto the police.  **Self Disclosure**  Have you ever received any cautions or convictions not ‘protected’ under the Rehabilitation of Offenders Act 1974?  If Yes, please complete a Self Disclosure Form. |

**DECLARATION (Please read this carefully before signing this application)**

|  |
| --- |
| 1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. 2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act. 3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated. 4. I confirm that I do not have any familiar or close relationship with anyone who is currently employed by Stable and Wild.   **Signed: Date:** |