

Application for Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Post applied for: |  | Reference: |  |

**Personal Details**

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
| Postcode |  |
| Home Telephone |  |
| Mobile Telephone |  |
| Email address |  |
| National Insurance Number |  |
| Drivers Licence? (state type and include any endorsements) |  |
| How did you find out about this post? |  |

|  |
| --- |
| Do you consider yourself to have a disability? please state Yes / No and provide brief details:  (LD:NorthEast has a commitment to employing disabled people and will guarantee an interview to disabled candidates who meet the essential criteria detailed in the Person Specification .) |

**Employment History**

|  |  |
| --- | --- |
| Current / Last Employer |  |
| Address |  |
| Position held |  |
| Salary |  |
| Notice Required |  |
| Date Started |  |
| Date Left (if applicable) |  |
| Reason for leaving |  |
| Brief outline of main duties and responsibilities | |
|  | |

Please give details of all previous employment including part time and unpaid work. Please list in chronological order starting with your most recent.

|  |  |
| --- | --- |
| Employer |  |
| Position held |  |
| Dates From and To |  |
| Summary of main duties and responsibilities | |
|  | |
| Employer |  |
| Position held |  |
| Dates From and To |  |
| Summary of main duties and responsibilities | |
|  | |
| Employer |  |
| Position held |  |
| Dates From and To |  |
| Summary of main duties and responsibilities | |
|  | |
| Employer |  |
| Position held |  |
| Dates From and To |  |
| Summary of main duties and responsibilities | |
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| Employer |  |
| Position held |  |
| Dates From and To |  |
| Summary of main duties and responsibilities | |
|  | |
| Employer |  |
| Position held |  |
| Dates From and To |  |
| Summary of main duties and responsibilities | |
|  | |

(Add additional lines or continue on separate sheet if necessary)

**Education, Training and Professional Qualifications**

Please provide details of your qualifications and training (accredited and non accredited)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date From**  **(Month & Year)** | **Date To**  **(Month & Year)** | **Name of School/ Institute/Professional Body** | **Qualifications Gained** | **Grade (Attainment Level)** |
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(Add additional lines or continue on an additional sheet if required)

**Skills, Knowledge and Experience**

Please take some time to consider the job description and person specification of the post you are applying for. Provide relevant details and examples of your skills, knowledge and experience with regard to the headings below, detailing how these are relevant to the post. (Maximum of 200 words per section)

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| --- |
| Skills |
|  |
| Knowledge |
|  |
| Experience |
|  |

**Additional Information**

Use this space to tell us anything else about you in support of your application (no more than 300 words)

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|  |

**References**

Please provide details of two referees, one of which must be your current or most recent employer.

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| --- | --- | --- |
| Name |  | |
| Position |  | |
| Organisation |  | |
| Address |  | |
| Postcode |  | |
| Telephone |  | |
| Email |  | |
| May we approach this referee prior to interview? | | Yes / No |

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Position |  | |
| Organisation |  | |
| Address |  | |
| Postcode |  | |
| Telephone |  | |
| Email |  | |
| May we approach this referee prior to interview? | | Yes / No |

**Criminal Records, Cautions and Rehabilitation**

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| --- |
| As this post involves working with vulnerable people it is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974 (Exceptions order 1975 (Amendment 1986)). This means that any convictions that are considered spent under the Act must be disclosed and can be taken into account during the selection process. Any information given will be kept confidential and will be considered only in relation to this application. The successful candidate will be required to submit to a Disclosure and Barring Service check which is likely to be to the enhanced standard. (Having a criminal record is not an instant barrier to employment.) |
| Have you ever been convicted or cautioned in respect of any offence? Yes / No |
| If Yes, please give details |

**Declaration**

Under the General Data Protection Regulation (GDPR) 2018, LD:NorthEast is required to notify applicants and prospective employees on how their data will be processed and used. All of this application form will be retained for a maximum of six months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. By signing this form you are giving consent to LD:NorthEast to use this data in the way described above.

I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I confirm I am not subject to immigration control (Asylum and Immigration Act 1996).

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

Please return completed application by e mail to: [info@LDNE.org.uk](mailto:info@LDNE.org.uk)

Or by post, to:

LD NorthEast

205 Park Road

Wallsend

Tyne & Wear

NE28 7NL