

Application for Employment

Private and Confidential



Teen Challenge UK
Whitchester House, Duns
Scottish Borders, TD11 3SF

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01361 890 271

Received: Office Use Only

Response: Office Use Only

Reference: Office Use Only

Position Applied For: Support Work

Title:	Forename(s):	Surname:
Address:		
Post Code		

Phone Number:	Alternative Number:
Email Address:	

Are there any restrictions on you taking up employment in the UK?

Yes No

If yes please provide details:

Do you have a current Full Driving License? Yes No

Date passed / /	Date of Expiry / /
What groups are you entitled to drive?	
Details of endorsements:	

Educational History

Schools/Collages/University's	Qualifications

	<i>Continue on a separate sheet if required</i>

<p>Other Training</p>	
	<i>Continue on a separate sheet if required</i>

Employment History

Start with current or most recent employment (Continue on a separate sheet if required)

Employers Name	Address
Start Date End Date	
Job Title	
Duties	
Reason for leaving?	

Employers Name	Address
Start Date End Date	
Job Title	
Duties	
Reason for leaving	

Employers Name	Address	
Start Date	End Date	
Job Title		
Duties		
Reason for leaving?		

Employers Name	Address	
Start Date	End Date	
Job Title		
Duties		
Reason for leaving?		

Employers Name	Address	
Start Date	End Date	
Job Title		
Duties		
Reason for leaving?		

Professional bodies

Please note any professional bodies you are a member of or are registered with.

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Leisure

Please note here your leisure interests, sports, hobbies and other pastimes etc.

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References

Please provide two persons from whom we can obtain both character and work experience references (e.g. current or past employer and minister of religion)

Reference 1 Name	Address
Position	
Telephone	
Email Address	
May we approach prior to interview?	

Reference 2 Name	Address
Position	
Telephone	
Email Address	
May we approach prior to interview?	

Other Employment.

Should you be successful in your application for this role, please detail any other employment you would continue

General Comments

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Please detail how your knowledge, skills and experiences meet the requirements of this role as summarised in the person specification.

Continue on a separate sheet if require

Criminal Record

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 Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition you are required to submit to a Disclosure and Barring check provide Disclosure and Barring Service will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

Yes No

If yes, please give details.

Declaration

Please read this carefully before signing this application

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.

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 the organisation reserves the right to require me to undergo a medical examination. In addition, 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.

I agree that my previous employers may be approached for references. I also agree that should I be successful in this application, I will apply to the Disclosure and Barring Service/Disclosure Scotland for a Disclosure and Barring certificate/PVG Scheme Record or Scheme Record Update or DBS whichever is applicable and I understand that should I fail to do so, or should the disclosure or reference not be satisfactory, any offer of employment may be withdrawn or my employment terminated.

Signed _____

Dated _____