# Application Form

Application for employment as: **Hall Manager**

Surname ……………………………………………

Christian names ……………………………………………

Address ……………………………………………

 ……………………………………………

Postcode ……………………………………………

Telephone  ……………………………………………

Email ……………………………………………

National Insurance No. ……………………………………………

Are you free to remain and take up employment in the UK?

Yes [ ]  No [ ]

You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents, please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

Do you consider yourself to have a disability? Yes [ ]  No [ ]

**Education and training**

*As an alternative to completing selected sections of this Application Form, you may prefer to attach a copy of your latest CV.*

Please list details of education, training and qualifications attained. (please use extra sheets if necessary.)

## Employment history

Present employer ……………………………………………

Address ……………………………………………

Postcode ……………………………………………

Job title ……………………………………………

Please add a brief description of your current job.

Rate of pay £…………per month/annum Date employed: from …………. to………...

Reason for leaving

**No approach will be made to your present employer before an offer of employment is made to you.**

**Please tell us about other jobs you have done and about the skills you used and/or learned in those jobs that you feel will be relevant to the role being applied for.**

**References**

Please provide two Referees who we can approach. One must be your current or most recent employer. You should not use relatives as Referees.

Reference 1

Full Name ……………………………………………

Address ……………………………………………

 ……………………………………………

Postcode ……………………………………………

Telephone ……………………………………………

Email Address ……………………………………………

Reference 2

Full Name ……………………………………………

Address ……………………………………………

 ……………………………………………

Postcode ……………………………………………

Telephone ……………………………………………

Email Address ……………………………………………

**Please explain why you think you would be suitable for the role by reference to the job description and, if possible, by giving examples from your previous experience. Please include all relevant information whether obtained through formal employment or voluntary/ leisure activities. You may continue onto a second sheet if necessary.**

**Please tell us if there are any dates when you will not be available for interview**

## Convictions/ disqualifications

## Upon offer of employment, we reserve the right to request a CCPAS Disclosure at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions. Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974.

**Declaration**

**I can confirm that all of the information given by me on this form is correct and accurate. I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.**

Signature .................................................. Date …………..……