



Application for Employment

You are requested to complete this form as part of our safer recruiting procedure. **All sections must be completed** (use extra sheets if there is insufficient space for any entry). **Note:** the personal information you provide will be used to process your application. If you are successfully employed by Knutz out of School Club the form will be kept in your personnel file. If unsuccessful, your electronic data will be deleted and paper copies destroyed by shredding.

PERSONAL DETAILS (block capitals please)	
Surname/Family Name:	Preferred Title:
First Name(s):	Previous Surname:
Home Address:	Email:
	Telephone (Home)
	Telephone (Work)
Post Code:	Telephone (Mobile)

CURRENT OR MOST RECENT EMPLOYMENT		
Employer's Name:		
Department/Section:		
Address:		
Job Held:	Date Started:	Date Left:
Current Salary or Wage:	Reason for leaving:	
Brief description of the main duties of your job:		

EMPLOYMENT HISTORY				
Please list all your previous jobs, with dates, starting with the most recent. include all periods of work experience, work placements or voluntary work and periods when you were not in employment.				
From	To	Name and Address of Employer	Job Title	Reason for Leaving

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EDUCATION/QUALIFICATIONS

Please give details of your education including any professional qualifications, starting with the most recent attained

From	To	Name(s) and Address(es) of Secondary School/College/University or other	Qualifications gained (State: level/grade/date achieved)

LEISURE INTERESTS

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

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MEMBERSHIP OF PROFESSIONAL BODIES

Institute or Professional Body	Type of Membership	Membership Number

TRAINING AND DEVELOPMENT

Please include details and dates of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date.

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REFERENCES

Please give the names, addresses and status of two referees who may be approached now, **one of whom must be your present or most recent employer. References from friends or relatives are not acceptable.**

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

	Reference 1	Reference 2
Referee's Name:		
Job Title:		
Company Name:		
Address:		
Telephone:		
Email:		

How did you learn of this vacancy?

Has someone else completed this form on your behalf? Yes / No

If **yes**, please provide the person's name and an explanation:

CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)

If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to Knutz Out of School Club on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in Knutz Out of School Club are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

In accordance with the Immigration, Asylum and Nationality Act 2006, Knutz Out of School Club will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK

DECLARATION

I certify that the information given above and overleaf is correct to the best of my knowledge.

I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.

I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.

I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

Signature:

Date: