

# APPLICATION FOR EMPLOYMENT



## Personal Details *Please complete this section in black using BLOCK CAPITALS*

Surname:		Title:
Forenames:		
Surnames by which you have been known:		
Permanent Address:		Address for Correspondence (if different):
Job Applied For:		Job Ref Number:
Telephone No. (Day)		Evening:
Mobile:		Email:
NI Number: THIS MUST BE STATED		
<b>A. Do you require a work permit? YES / NO</b>		
If YES do you have a current work permit YES / NO		
(If YES please give Expiry Date)		
If you are shortlisted, when you are invited for interview you will be asked to bring proof of your right to work in the UK.		
<b>B. Have you ever been convicted of a criminal offence, other than a spent conviction under "The Rehabilitation of Offenders' Act 1974</b>		
YES / NO (If YES please give details)		
<b>Please note that a satisfactory Disclosure and Barring Scheme check is required for all staff appointments</b>		

## DECLARATION

I declare that the information provided in my application form is, to the best of my knowledge, true and complete. I understand that, if having been offered employment, I have provided misleading or false information, or withheld relevant information from my application form or during my interview/s, such an offer of employment may subsequently become void. I also understand that if I have already commenced employment I shall be dismissed without notice. All or parts of the information on this form may be stored on computer files and used for employment purposes. Such use will be subject to the provisions of the Data Protection Act 1998.

Signed:

Date:

If returning by email, please indicate that you have read and understood the above declaration by crossing this box

Thriftwood International Scout Centre  
Orchard Avenue, Brentwood, Essex, CM13 2DP  
Tel: 01277 212784 Email: jobs@thriftwood.org.uk www.thriftwood.org.uk



### Section 1: Current/Most Recent Employment

Job Title:

Current Salary/Benefits:

Employment Dates: From:

To:

Notice Required:

Employer's Name and Address:

Nature of Business (Outline your main duties, responsibilities and achievements):

Please give your reason(s) for leaving, or wishing to leave your current employment:

### Section 2: Previous Employment

**Please quote your last 5 years of employment**, although you may add a separate sheet with details of posts prior to these if appropriate. (Please include the reason for any breaks in employment or unpaid work under Section 3)

A. Job Title:

From

To

Employer's Name and Address:

Nature of Business (Outline your main duties, responsibilities and achievements):

Give reason(s) for leaving:

Final Salary:



<b>B. Job Title:</b>	<b>From</b>	<b>To</b>
Employer's Name and Address:		
Nature of Business (Outline your main duties, responsibilities and achievements:		
Give reason(s) for leaving:	Final Salary:	

<b>C. Job Title:</b>	<b>From</b>	<b>To</b>
Employer's Name and Address:		
Nature of Business (Outline your main duties, responsibilities and achievements:		
Give reason(s) for leaving:	Final Salary:	

**Section 3: Employment Breaks**

Please give details of any breaks in employment or unpaid/voluntary work undertaken.



### Section 4: Membership of the Movement

If you have been a member of the Scout or Guide Movement, please give details of service.

(Please continue on a separate sheet if necessary)
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### Section 5: Education and Training

**A. Secondary Education.** Please give details of schools/colleges attended and qualifications gained.

<u>Schools</u>	<u>From</u>	<u>To</u>	<u>Examinations Taken</u>	<u>Grade</u>

**B. Further/Vocational Education.** Please give details of colleges/universities, attended and qualifications gained.

<u>College/University</u>	<u>From</u>	<u>To</u>	<u>Title of Course</u>	<u>Qualification gained</u>

**C. Membership of Professional Institutions/Societies.**

<u>Name of Institute/Professional Body</u>	<u>Grade of Membership</u> <u>If corporate, date of admission</u>	<u>Membership Criteria</u> <u>(exams/experience)</u>



**D. Other relevant skills.** List other relevant qualifications/skills/abilities e.g. computer, languages etc. Please also indicate your level of competence i.e. beginner, intermediate, advanced

#### Section 6: General Information

**A.** Do you have a current full driving licence? **YES / NO**

Do you have access to a car for work purposes? **YES / NO**

Do you have any endorsements **YES / NO** (If YES give details)

**B.** Please provide us with any special requirements you may need should you be invited to interview

#### Section 7: Supporting Information

**Please explain below your reasons for applying for this post. You should indicate how your skills and experiences meet the requirements of this post as explained in the Person Specification. Also describe the particular contribution you feel you could make to this post.**



(Continue on a separate sheet if necessary)

## Section 8: References

Please provide employment references for your last **two employers** starting with your most recent. If you have recently left full time education then please provide details of a teacher or lecturer or one reference from an organisation where the you have volunteered. We will not contact your current employer unless you are successful and an offer of employment has been made.

<b>A. Employer Reference</b>	<b>B. Previous Employer Reference</b>
Name:	Name:
Profession:	Profession:
How known to you (e.g. Manager, Tutor)	How known to you (e.g. Manager, Tutor)
Address:	Address:
Telephone No:	Telephone No:
Email:	Email:
Do you require notice before references are requested YES / NO	Do you require notice before references are requested YES / NO