

Application for Work or Training



Position:	
Reference (if applicable):	

If completing this form on a computer, you may be able to insert additional rows where necessary and adjust the page breaks. If completing by hand, you are welcome to attach additional sheets if not enough space is provided for your answers.

Handwritten applications should be in block letters.

Section 1: Personal Details

Surname			
Forename			
Address			
Daytime Telephone			
Evening Telephone			
Mobile Telephone			
Email Address			
Date of Birth		Nationality	

Section 2: General Education (Secondary Education)

Dates (Month/Year):		School including Address	Exams Passed & Grades
From	To		

Section 3: Further Education and Training (Since leaving school, including training courses in industry)

Dates (Month/Year):		University, College, etc including Address	Type of course or subjects studied with Qualification or Grades
From	To		

Section 4: Previous Employment History (Starting with your most recent or current employer)

Dates		Employer & Address	Position Held & Main Duties (Please include reason for leaving and remuneration)
From	To		

Section 5: Medical History

(a) Please tell us about your record of absence from of work. Please include the number of days absence in the past year.
(b) If you have a disability or health consideration, please give details below.

Should you wish to withhold such information as being sensitive or medically confidential, please indicate and arrangements could be made for a doctor to contact your General Practitioner with your consent. You may be required to be medically examined.

Section 6: General Information

(a) Do you have any other paid employment outside that listed at 4(a)? If so, please give details.
(b) Do you have any commitments for which you would seek time off from work? (eg. local government or other public service, trade union activity)
(c) Do you have any outside interests, hobbies, etc.?
(d) Do you have any criminal convictions (see notes below)?
(e) Where did you see the job advertised?

Note 1. Many positions at Deen City Farm involve working with children and it is likely that the successful applicant will be asked to undertake a Criminal Records Bureau check.

Note 2. This job is exempt from the provisions of section 4 (2) of the Rehabilitation of Offenders Act (exceptions) order 1975. You are not therefore entitled to withhold information about convictions which for other purposes are spent.

Note 3. If you have been convicted of a criminal offence, please put the details in a sealed envelope and include it with your application. This will only be opened if you are short listed, and the contents will remain confidential. Otherwise, it will be returned to you.

Section 7: Two Referees

The successful applicant will be offered the position subject to two satisfactory references.

Name		Name	
Address		Address	
Telephone		Telephone	
Email		Email	
Occupation		Occupation	
Relationship to Applicant		Relationship to Applicant	

