



Application for the position of: .....

Place of Work: ..... Closing Date:.....

(Note: Please print clearly and, where possible, use dark ink as photocopies may be required)

<i>Personal Details</i>		
Title:	Surname:	Forename(s):
Home Address:		Date of Birth: (if under 18)
		Telephone Number: (Home)
		Telephone Number: (Work)

<i>References</i>	
Please give the names and addresses of 2 referees, who can comment on your ability to carry out the duties of this position. One should be your present or last employer (or school/college if a student). If you do not wish one, or both, of the referees to be approached prior to interview, please tick the box provided.	
Referee 1	Referee 2
Name:	Name:
Job Title:	Address:
Address:	
Relationship to applicant:	Relationship to applicant:
Telephone Number:	Telephone Number:
Not to be contacted before interview <input type="checkbox"/>	Not to be contacted before interview <input type="checkbox"/>



***Present/Most Recent Employer***

Name and Address of Employer:

Telephone Number:

Nature of Business:

Position Held:

Salary/Rate of Pay:

Dates - From:

To:

Please give a brief description of your main duties:

Reason(s) for leaving:

***Previous Employers (most recent 1st)***

*Please fully explain any gaps in your employment history.*

Name of Employer

Position Held and  
Brief Description of Duties

Dates  
From/To

Reason(s) for Leaving

***Additional Information***

This is your opportunity to tell us about yourself, including your achievements, skills, other relevant experience and leisure interests, etc in support of your application. Please tell us why this position appeals to you, what prompted you to apply and what skills and abilities you have to offer us. This is your opportunity to explain why we should interview you. (Continue if necessary on a separate sheet)

***Training / Qualifications***

<b>Qualifications</b> (eg GCSE/NVQ/First Aid/Food Hygiene)	<b>Grade</b> (if applicable)	<b>Date Passed</b>

***Relatives***

Are you related to anyone working for this organisation? Yes/No *(please delete as appropriate)*  
If so, please give details, including name and place of work:

***Rehabilitation of Offenders Act 1974***

***Important Notice to All Applicants***

Because of the nature of the work for which you are applying, this position is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. You are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any information given will be completely confidential and will not automatically prevent you from being considered for this position.

Have you ever been convicted of a criminal offence Yes/No *(please delete as appropriate)*  
If so, please give details, including date and place of the conviction:

***Disability***

In order to enable us to help anyone who has a disability to proceed with their application and to subsequently fulfil the duties of the position, we need to know of any reasonable adjustments which may be necessary to help him/her attend an interview or undertake the duties of the position. Therefore, if you have (or think you may have) a disability, please give details below.

**This information will not be used to discriminate against disabled applicants.**

***Declaration***

I authorise the HICA Group to obtain references to support my application and confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal. I also authorise the HICA Group to keep and use the information on this form and any subsequent information relating to my application and/or employment, in accordance with the Data Protection Act 1998. I understand that any offer of employment will be subject to a satisfactory disclosure and POVA check from the Criminal Records Bureau (CRB), 2 satisfactory references, medical clearance and evidence of the right to work in this country.

Signed: ..... Date: .....

***Notes***

Please return the completed application form to:

Please give details of how you learned of this vacancy. If you saw an advertisement in a newspaper or publication, please state which one.