**JOEL COMMUNITY SERVICES**

St Peter's Church Hall, London Rd, Kingston upon Thames, Surrey, KT2 6QL

Email: recruitment@joelcommunity.org

**Employment application form**

**1. Personal details**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Address and postcode** |  |
| **Contact telephone number** |  |
| **Date of Birth** |  |
| **Email address** |  |
| **National Insurance No.** |  |

**2. Current Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date** | **Employer name and address** | **Job title** | **Reason(s) for leaving** |
|  |  |  |  |

**3. Previous Work Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Employer name and address** | **Job title** | **Reason(s) for leaving** |
|  |  |  |  |

**4. Education, training and development**

|  |  |  |
| --- | --- | --- |
| **College, University or Training Establishment** | **Qualification or course details** | **Date** |
|  |  |  |

**5. Medical Details**

If you have had any illness or medical condition which may prevent you from attending work regularly in future please provide details:

|  |  |
| --- | --- |
| Number of working days lost through illness or other absence in the last two years: |   |

**6. Personal Statement**

Please explain your reasons for applying for this role, referring to the job description & competencies.

**7. References (one must be from your most recent employer)**

|  |  |  |
| --- | --- | --- |
|  | **Reference 1** | **Reference 2** |
| Name: |  |  |
| Address: |  |  |
| Email: |  |  |
| Telephone no: |  |  |
| Relationship to applicant |  |  |

**8. Criminal Convictions**

The Rehabilitation of Offenders Act 1974 requires applicants to give details of any convictions that are not spent. Failure to disclose such convictions will result in immediate disciplinary action likely to result in dismissal.

|  |  |
| --- | --- |
| **Details of previous convictions or cautions** | **Date and sentence** |
|  |  |

A DBS check will be made on a successful job applicant. Any job offer will be withdrawn if the results show anything that would make the applicant unsuitable.

**9. Declaration**

I certify that the information contained on this application form is accurate and true. I give my consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training. (Data Protection Act 1988)

|  |  |
| --- | --- |
| **Signature** | **Date** |
|  |  |

**10. Right to Work**

The Asylum and Immigration Act 1996 makes it a criminal offence to employ any persons who do not have the right to live and work in the United Kingdom. If successful in your application you will be required to provide documentary evidence of your right to live and work in the United Kingdom prior to commencing employment.