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| *PRIVATE AND CONFIDENTIAL* | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| CALAN DVS APPLICATION FOR EMPLOYMENT | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| Thank you for applying to CALAN DVS for employment.  Please read this application form carefully and complete **ALL** sections.  We wish you every success with your application.  **Applications should be submitted to:** [hradmin@calandvs.org.uk](mailto:hradmin@calandvs.org.uk) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| POSITION APPLIED FOR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Job Reference Number: | | | |  | | | | | Applicant Reference Number: | | | | | | | | | |  | | | | | | | | | | | |
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| Position applied for: | | | |  | | | | | | | | | | Full-Time | | | | |  | | | | Part-Time | | | | | | |  |
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| How did you hear of this vacancy? (Include date) | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
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| Notice required to terminate your present job? | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
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| **PERSONAL DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Full Name: Mr/Mrs/Miss/Ms | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
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| Address: | | | | | | | | | Home No: | | | | | | | | | |  | | | | | | | | | | | |
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| Mobile No: | | | | | | | | | |  | | | | | | | | | | | |
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| Business No: | | | | | | | | | |  | | | | | | | | | | | |
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| Email: | | | | | | | | | |  | | | | | | | | | | | |
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| Postcode: | | | | | | | | | N.I. Number: | | | | | | | | | |  | | | | | | | | | | | |
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| Can we contact you at work? | | | | | | | | | | | | | | Yes | | | | |  | | | | No | | | | | |  | |
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| Do you need a permit to take up employment in the UK? | | | | | | | | | | | | | | Yes | | | | |  | | | | No | | | | | |  | |
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| EDUCATION AND QUALIFICATIONS Please give details of examinations attempted and results (including any examinations failed)  Put the most recent first. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Name and address of Institution | | | | | Dates | | | | | Subject/Course studied | | | | | | | | | | | | | | | | | Result/Grade | | | |
| From | | | To | |
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| EMPLOYMENT HISTORY Please detail your previous employment beginning with your present or last employer and work backwards. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Name and address of Employer | | | | | Dates | | | | | Position held & outline of main duties | | | | | | | | | | Salary | | | | | Reason for leaving | | | | | |
| From | | | To | |
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| ADDITIONAL RELEVANT TRAINING Please detail any additional training relevant to the post. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Subject/Course | | | | | | Year | | | | | | Name of Training Provider | | | | | | | | | | | | | | Level | | | | |
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| SUPPLEMENTARY INFORMATION – 1500 words maximum (attach separate sheet if you wish)  **This section MUST be completed for your application to be considered.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Have you ever been convicted of a criminal offence? | | | | | | | | | | | | | | | Yes | | |  | | | | No | | | | | |  | | |
| If **yes**, please provide preliminary details including relevant dates: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Depending on the nature of the vacancy for which you are applying, employment will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service. Information received will be treated in the strictest confidence and will generally be retained by the Organisation for a period of 6 months. A criminal record will not necessarily be a bar to obtaining employment with the Organisation. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Do you have a current full driving licence? | | | | | | | | | | | | | | | Yes | | |  | | | | No | | | | | |  | | |
| Please give details of any endorsements: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Re you willing to work overtime and weekends and participate in the provision of On Call when required? | | | | | | | | | | | | | | | Yes | | |  | | | | No | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Can we approach your present/most recent employer for a reference? | | | | | | | | | | | | | | | Yes | | |  | | | | No | | | | | |  | | |
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| DECLARATION OF APPLICANT I confirm that the above information is correct.  I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.  I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties, such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and, if successful, the information will be used to form my personnel record and will be retained for the duration of my employment and as long as is deemed necessary thereafter. If I am not successful, I understand that the organisation will retain the form for as long as is deemed necessary for the purpose of recruitment and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signed: |  | | | | | | | | | | | | | | Date: | | | |  | | | | | | | | | | | |
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| **FOR OFFICE USE ONLY – INTERVIEW RECORD** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Interviewed by: | | |  | | | | | | | | Date: | | | | |  | | | | | | | | | | | | | | |
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| Interviewer’s report and reasons for decision as indicated below: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Decision: (tick as applicable) | | | | | | | Reject | | | | | | Further Interview | | | | | | | | Accept | | | | | | | | | |
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| Rejection letter sent: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
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| **APPOINTMENT RECORD**  (To be completed where there has been an offer of employment) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| CONDITIONAL OFFER LETTER: | | | | | | | | | | | REQUESTS FOR REFERENCES: | | | | | | | | | | | | | | | | | | | |
| Date Sent: | |  | | | | | | | | | Date Sent: | | | | | |  | | | | | | | | | | | | | |
| Response: | |  | | | | | | | | | Response: | | | | | |  | | | | | | | | | | | | | |
| Acceptance / Refusal / No Reply | | | | | | | | | | | Good /Satisfactory /No Reply/Suspect/Unsuitable | | | | | | | | | | | | | | | | | | | |