

# APPLICATION FORM FOR EMPLOYMENT

## PRIVATE AND CONFIDENTIAL

Important - please complete all sections in full.  
Your application will not be considered if you do not complete all sections.

Position applied for	<input type="text"/>
Where did you see this vacancy advertised?	<input type="text"/>

### Your details

Surname	<input type="text"/>	NI number	<input type="text"/>
Forename(s)	<input type="text"/>	Known as	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>		
Your preferred method of contact?	Telephone <input type="checkbox"/>	Mobile <input type="checkbox"/>	Email <input type="checkbox"/>

### Eligibility to live and work in the United Kingdom

Do you have the required authority or visa to work in the UK? Yes  No

If Yes, you will be required to supply your passport and any Home Office documents that confirm this.

Please confirm you hold a valid full UK motor vehicle driving licence Yes  No

### Education and training

School college or university	Course title	Qualifications or grades

### Relevant training courses attended, memberships held, etc.

Institute	Qualifications or grades

### Job requirements

Please demonstrate how you meet the requirements of the job. Refer to the job description and person specification when completing this question. You will need to demonstrate that you meet the essential criteria in the person specification for shortlisting purposes. *(the space below will stretch to fit your answer)*

## Career history details

Please complete in date order with your most recent employer first. You must include any gaps in employment, including any voluntary work or periods of unemployment, with dates and an explanation. You must not leave any time unaccounted for. Please state clearly reasons for leaving, including any circumstances relating to dismissal.

We will seek references which will cover the last three years.

Current, or most recent, job title

Name of current/most recent employer

Address of  
employer

Date commenced/  
ended

Present salary

Postcode

Period of notice required

Telephone

Email

Your duties and responsibilities

Reason(s) for wishing to leave, or leaving

## Previous history

Employer/activity	Dates from-to	Job title	Reason for leaving

Please continue on a separate sheet if necessary.

## Criminal record checking – rehabilitation of offenders form

In accordance with statutory requirements and ACCG policy, certain pre-employment checks are conducted for positions involving working with vulnerable groups, specifically vulnerable adults and children.

The information obtained from these checks is used to help safeguard these groups. It will NOT be used to discriminate unfairly against those with convictions which we consider as unrelated to working with vulnerable groups. Having a criminal record will not automatically bar you from employment or voluntary work with ACCG.

It is a criminal offence to apply for a position working with children if you are excluded from doing so, by virtue of a court order or exclusion by the Independent Safeguarding Authority. This applies to any paid or unpaid work that you carry out.

**This means that you must disclose spent and unspent convictions on this form accordingly. This includes any driving offences.**

Through the Disclosure and Barring Service (DBS) and the Protection of Vulnerable Groups (PVG), we will make a check to establish any criminal record background. We will do this by asking you to complete



a DBS/PVG Application Form. Appointment to this post will be subject to completion of a satisfactory check.

### 1. DBS/PVG roles

*This role is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.*

Have you ever been convicted of a criminal offence?

Yes

No

If so please give details of any spent or unspent convictions including the date, offence and sentence. As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared.

*Details*

### 3. Declaration

I understand that this work is subject to a DBS/PVG check and overseas checks where necessary, and I am aware that spent convictions will be disclosed. I confirm that I am NOT barred from working with children and / or vulnerable adults by nature of being on a barred list held by any Government body or agency. The information that I have given above is true and accurate.

Signature

Date

### References

Please give full details of two referees who we can approach in support of your application. The first should be your current/most recent manager in your current/most recent employment. We will not accept references from a spouse/partner or relative.

If you have not worked for an employer, you must provide contact details of a professional person (doctor, policeman/woman, solicitor, director, teacher, etc.) who has known you for a minimum of three years.

Name

Name

Position

Position

Address

Address

Postcode

Postcode

Telephone

Telephone



Fax	<input type="text"/>	Fax	<input type="text"/>		
Email	<input type="text"/>	Email	<input type="text"/>		
Can we contact prior to any conditional offer of employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Can we contact prior to any conditional offer of employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

We reserve the right to take up references with any previous employer.

## Data protection act

Your information will be processed in accordance with the Data Protection Acts 1984 and 1998.

Your application form will be used for short-listing, interviewing and monitoring purposes. If you are not appointed, your form will be retained for a period of 6 months.

The successful applicant's application form will form part of a personal file which will be retained in a secure environment.

Are you related to or a spouse/partner of a ACCG staff member? Yes  No

If yes, please state their name and relationship to you.

Are you currently an ACCG volunteer? Yes  No

If yes, we will also contact your manager for a reference.

I confirm that the information that I have provided is accurate and true.

I understand that any omission or false information may lead to the withdrawal of any offer of employment, or if already employed, termination of employment.

Signature  Date

This form and the monitoring form should be emailed back to [recruitment@accg.org.uk](mailto:recruitment@accg.org.uk) or posted back to the address below.

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