

# Application for employment

Please answer all sections. Use N/A where not applicable and tick where appropriate.

Position applied for:

Surname:  First names:

Title:  Mr  Mrs  Miss  Ms  
Marital status:  Single  Married  Divorced  Widowed

Maiden name or previous surname:

Nationality:

Address (inc. post code):

Home tel. number:  Mobile tel. number:

Work tel. number & extension (discretion assured if we need to contact you):

Email address:

Do you have any relatives currently employed by us?  Yes  No

If 'yes', please give details:

Have you ever been convicted of a criminal offence that is not spent under the Rehabilitation of Offenders Act 1974?  Yes  No

If 'yes', please give details (see note 5 in declaration section):

Do you have any holidays booked during the next 12 months?  Yes  No

If 'yes', please give dates:

When would you be available to commence work?

**Education/training:**

Names and addresses of educational establishments attended:	Dates		Examinations taken and results/qualifications achieved:
	From	To	
School:			
College/University:			
Other formal training:			

Details of professional membership and qualifications:

Are you a qualified First Aider?  Yes  No

If 'yes', date First Aid certificate expires:

If you are a member of a church please state which and any positions of responsibility that you hold:

What are your spare time interests?

Do you hold a full British driving licence?  Yes  No

If 'yes' are you a car owner?  Yes  No

**Employment record:**

Please complete this section in full (starting with current/last employer):

1. Full name of employer:

Address of employer:

Position held:

Period employed: From  to

Present salary/salary on leaving:

Duties/responsibilities

Reason for leaving

2. Full name of employer:

Address of employer:

Position held:

Period employed: From  to

Present salary/salary on leaving:

Duties/responsibilities

Reason for leaving

3. Full name of employer:

Address of employer:

Position held:

Period employed: From  to

Present salary/salary on leaving:

Duties/responsibilities

Reason for leaving

4. Full name of employer:

Address of employer:

Position held:

Period employed: From  to

Present salary/salary on leaving:

Duties/responsibilities

Reason for leaving

5. Full name of employer:

Address of employer:

Position held:

Period employed: From  to

Present salary/salary on leaving:

Duties/responsibilities

Reason for leaving

6. Full name of employer:

Address of employer:

Position held:

Period employed: From  to

Present salary/salary on leaving:

Duties/responsibilities

Reason for leaving

## Supporting information

Please indicate reasons for your application and any information you feel relevant to your application, eg experience, vision.

## Referees

(One of these should be a church minister/leader, if possible.)

1. Name:

Address:

Email address:

Daytime telephone no:

2. Name:

Address:

Email address:

Daytime telephone no:

3. Name:

Address:

Email address:

Daytime telephone no:

**Declaration by applicant:** Please read this section carefully before signing.

1. I declare that the statements I have made on this application form are, to the best of my knowledge, true and complete. I understand that The Girls' Brigade reserves the right to withdraw any offer of employment, or to terminate any employment already commenced, if the information given by me is inaccurate or misleading in any way.
2. I understand that my employment is subject to the receipt of satisfactory references if an offer of employment is made and accepted.
3. I hereby give The Girls' Brigade permission to take up references with my previous employers and any other referees I may nominate.
4. I agree that my normal hours of work may be extended according to the needs of The Girls' Brigade.
5. I accept that my employment is subject to receipt of a satisfactory disclosure check from the Disclosure and Barring service

Signature: \_\_\_\_\_

Date:

Code:  (for office use only)