

APPLICATION FOR EMPLOYMENT



Return this form to: Dudley Council for Voluntary Service 7 Albion Street, Brierley Hill, West Midlands DY5 3EE
 Tel: 01384 573381 Email: joinus@healthwatchdudley.co.uk

Our ref: CVO	COMMUNITY & VOLUNTEER ENGAGEMENT OFFICER	<i>Strictly private and confidential</i>
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Title		First name(s)		Family name	
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Address		Landline number	
		Mobile number	
		Email address	
Postcode		National Insurance number:	

Are you in possession of a current driving licence?

Yes <input type="checkbox"/> No <input type="checkbox"/>	Groups:		Expiry Date:	
Details of endorsements:				

Are there any restrictions on you taking up employment in the UK?

Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes please provide details:	
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Education

School / College / University:	Qualifications gained:

Employment History

From:		To:		Job title:		Rate of pay:	
Company name Address & postcode:				Duties:			
Reason for							

leaving:							
From:		To:		Job title:		Rate of pay:	
Company name Address & postcode:					Duties:		
Reason for leaving:							

From:		To:		Job title:		Rate of pay:	
Company name Address & postcode:					Duties:		
Reason for leaving:							

From:		To:		Job title:		Rate of pay:	
Company name Address & postcode:					Duties:		
Reason for leaving:							

Current membership of professional bodies - Please note any professional bodies you are a member of or are registered with:

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References - Please note here the names and addresses of two persons from whom we may obtain both character and work experience references:

Name and address:	Name and address:

How are they known to you?		How are they known to you?	
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Leisure - Please note here your leisure interests, sports and hobbies, other pastimes etc

Criminal records - Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure & barring Certificate from the Disclosure & Barring Service/Disclosure Scotland

Please detail here your reasons for this application - your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification)



Declaration (please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure Scotland for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed:		Date:	
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