

# Job Application Form



**Please complete all sections of the form using black ink or type.**

The outside pages of this application form (which contain all your personal details) will be detached and retained in by Excellence in Crewe Limited personnel. Please complete these pages even if you are submitting a CV.

**Data Protection Act**

Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by Excellence in Crewe Limited in accordance with the Act.

**Title of job applied for**

Title of job applied for:

**Personal Details**

Mr/Mrs/Miss/Ms	First Names:	Known as:
Surname:	NI Number:	Date of Birth:

Previous Surname(s):

Address:

Post Code:

**Telephone Numbers**

Home:	Work:
Mobile:	E-mail address:
May we contact you at work?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
How can we contact you?      Telephone / E-mail / Mobile	

Do you have a valid driving licence?      Yes       No

Does your licence have any endorsements or penalty points?      Yes       No

If yes, please give details \_\_\_\_\_

**CONFIDENTIAL**  
**Job Application Form**



**References**

Please provide two referees. One of these must be your present or most recent employer. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job.

**Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be shortlisted.**

Present/most recent employer*	Previous employer/other
Organisation: _____	Organisation: _____
Name: _____	Name: _____
Role in Organisation: _____	Occupation: _____
Address: _____ _____	Address: _____ _____
Postcode: _____	Postcode: _____
Phone No: _____	Phone No: _____
E-mail: _____	E-mail: _____

Preferred method of communication:  
Letter  E-mail  Letter  E-mail

If the referee knows you by a different name please state: \_\_\_\_\_

\* If you have not had previous employment, please provide details of another referee.

A reference will be taken up from your present/previous employer prior to interview.

**Safe Recruitment Practice**

Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) for the Criminal Records Bureau at the appropriate level for the post.

Further information about the Disclosure process can be found at [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

Excellence in Crewe Ltd are committed to equality of opportunity for everyone and safeguarding and promoting the welfare of children.

**CONFIDENTIAL**  
**Job Application Form**



**Current/Most Recent Appointment**

Title of current Job:	Start Date:
Current Employer:	Salary Range:
Employer Address:	Current Salary: £
	Permanent or temporary contract:
	Notice Required:

**Employment History**

Name of Employer, type of Business and job title	Dates	Duties and reason for leaving

**CONFIDENTIAL**  
**Job Application Form**



**Education**

Please give details of schools and colleges attended from age eleven, including part-time education.

Secondary education (name and town of school)	Dates from / to	Qualifications gained or for which you are studying	Grade attained
Education after school (name and town of college/university)			

**Job related training**

Please state courses attended, include any first aid, health and safety, child protection courses and early years learning opportunities:

Course title	Date	Course title	Date

**CONFIDENTIAL**  
**Job Application Form**



<b>Name:</b>	<b>Title of job applied for:</b>
--------------	----------------------------------

**Supporting Information**

- Please explain why you have applied for this post and why it is suitable for you? (Consider how your skills and personal qualities match the requirements of the job description and person specification.)

**CONFIDENTIAL**  
**Job Application Form**



**Other information**

Additional skills e.g. languages, sign language, keyboard skills.

Activities and interests away from work which may be relevant to the job applied for:

**Right to work**

**For persons who are not British or EU nationals**

If you have any conditions related to your employment please give full details below:

**Declaration**

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, "bind-overs", or any criminal convictions including any that would otherwise be considered "spent" under the Act.

Have you ever been convicted of any offence or "bound-over" or given a caution? Yes/No

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure".

I understand that if my application is successful I will be required to obtain a CRB Disclosure at the appropriate level.

**I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.**

Signed

Date