

APPLICATION FOR EMPLOYMENT

Please refer to the application notes to support you to complete the application.

|  |  |  |
| --- | --- | --- |
| **1-Personal Details** | | |
| Full Name |  | |
| Address |  | |
| Contact Number(s) |  |  |
| Email Address |  | |
| Preferred Contact |  | |

|  |
| --- |
| **2- Employment** |
| 2.1- Tell us about your last or current employment? |
|  |
| 2.2- What was the employment you enjoyed the most- Why |
|  |
| 2.3-What employment did you find the most challenging-Why |
|  |
| 2.4- Please let us know about all your employment/activity over the last 5 years. |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| 3- Relevant Education, Training and Skills | |
| 3.1 Course/Qualification/Training | Date |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| 3.2 Or tell us about the skills you have which are relevant to the post you are applying for | |
|  | |

|  |
| --- |
| 4- Why you are applying for this post |
| 4.1- What attracts you to post for which you are applying? |
|  |
| 4.2- From the Job description what aspect of the role are you most attracted to and why? |
|  |
| 4.3- From the job description what aspect of the role would you find most challenging- how could we support you with this |
|  |
| 4.4- Tell us about the values which are important to you and how they influence the way you lead your life |
|  |

|  |  |  |
| --- | --- | --- |
| 5. INTERVIEW | | |
| Do you require any aids or adjustments to allow you to attend an interview? | Yes | No |
| If so, please specify your needs. | | |

|  |
| --- |
| 6. DATA PROTECTION STATEMENT |
| The information that you provide on this form and that is obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will be used in a confidential manner to help us monitor our recruitment process.  If you succeed in your application and take up employment with the Company, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected with third parties or against any other information held by us. We may also use or pass to third parties information to prevent or detect crime, to protect public funds, or in any other place as permitted by law.  By signing this application form, you agree to us processing your data/sensitive personal data in accordance with Data Protection Act 1998 and Guidelines of the Information Commissioner. |
| 7. DECLARATION |
| I declare to the best of my knowledge and belief, that all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or a misleading statement or a significant omission may disqualify me from employment and/or render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

PLEASE RETURN YOUR COMPLETED FORM TO:

[annemarie.kennedy@unity-enterprise.com](about:blank)