

Just Communication Ltd

Department: Personnel
Activity: Employment
Title: Application Form
Revision: 4
Revision Date: 02/01/08

Application Form	
Position:	
Grade(s):	
Advertisement Date:	
Closing Date:	
Interview Date:	

1. Personal Details

Forename(s):		Family Name:	
Former Name:		Date of Birth:	
Address:			
Post Code:			
Contact No.:		Alternate Contact No.:	
Type:	Telephone / Textphone / Videophone / Mobile / Facsimile	Type:	Telephone / Textphone / Videophone / Mobile / Facsimile
Email:			

2. Health

In the last 12 months, how many days sick leave have you taken and why?

No. of Days	Reason

3. Access

Do you have a disability (as defined by the Disability Discrimination Act)?	YES	NO
Do you require assistance during the recruitment process?	Application Form	
	BSL Video	
	Large Print	
	Computer Disk	
	Other	
	Interview	
	BSL Interpreter	
	Loop System	
	Reader	
	Guide / PA	
	Accessible Venue	
	Other	

4. Education, Training & Qualifications

4.1 Secondary / High School (Post 11 years of age)

Name of School	From	To	Qualification	Grade

4.2 Further / Higher Education

Name of Institution	From	To	Qualification	Grade

4.3 Professional Training

Name of Provider	From	To	Course	Award

4.4 Professional Membership

Organisation	Status	Date Joined

4.5 Driving Qualification

Do you have a current, full license?	YES	NO
Car:		
PSV:		
Motorcycle:		
Other:		
Do you have any penalty points?		
Details:		

5. Employment

5.1 Current Employment

Name:		Duties:
Address:		
Post Code:		
Position:		
Start Date:		
Notice Period:		
Reason for Leaving:		
Current Salary:		

5.2 Previous Employment

Name:		Duties:
Address:		
Post Code:		
Position:		
Date From/To:		
Reason for Leaving:		
Final Salary:		

Name:		Duties:
Address:		
Post Code:		
Position:		
Date From/To:		
Reason for Leaving:		
Final Salary:		

Name:		Duties:
Address:		
Post Code:		
Position:		
Date From/To:		
Reason for Leaving:		
Final Salary:		

Name:		Duties:
Address:		
Post Code:		
Position:		
Date From/To:		
Reason for Leaving:		
Final Salary:		

Any employment (paid or unpaid), work experience or voluntary work may be included.

6. Professional Standards & Duties

What skills have you attained and what experience do you have which will assist you in undertaking this role?

7. Person Specification

What personal and professional attributes do you have which will assist you in undertaking this role?

8. Conduct**8.1 Criminal**

Do you have any criminal convictions or are you subject to any current investigation?	YES	NO
Details:		
Date:		Period:

8.2 Professional

Have you ever been restricted, suspended or barred from professional duties?	YES	NO
Details:		
Date:		Period:

8.3 Restrictions

Has an authority or employer placed restrictions on your personal or professional life?	YES	NO
Details:		
Date:		Period:

Given the nature of our work, the Rehabilitation of Offenders Act (1974) 'Exemption' applies. All convictions, including 'spent' convictions, must be declared. A Criminal Record Bureau check at Enhanced level will be conducted.

9. Status

	YES	NO
Are you a UK/EU Citizen?		
National Insurance Number:		
Are you free to remain in the UK/EU?		
Do you require a visa to work in the UK/EU?		
Details:		

10. Reference

10.1 Employer Reference

Name:			
Address:			
Post Code:			
Contact No.:		Telephone / Textphone / Videophone / Mobile / Facsimile	
Email:			
Relationship:			
Is permission required prior to making contact?	YES	NO	

10.2 Professional Reference

Name:			
Address:			
Post Code:			
Contact No.:		Telephone / Textphone / Videophone / Mobile / Facsimile	
Email:			
Relationship:			
Is permission required prior to making contact?	YES	NO	

10.3 Personal Reference

Name:			
Address:			
Post Code:			
Contact No.:		Telephone / Textphone / Videophone / Mobile / Facsimile	
Email:			
Relationship:			
Is permission required prior to making contact?	YES	NO	

11. Declaration

I, the undersigned, confirm and declare that the information given within this Application Form is correct and complete. I understand that a false declaration or a failure to disclose information will result in action via the Disciplinary Policy and could lead to dismissal.

Name	Signature	Date

Office Use Only	Date Received / Completed:	Received / Completed By:	Document Reference No.:
Application Received			
Short Listed			
Interview Invitation			
Interview Confirmation			
Reference Check			
Theory Test			
Practical Test			
CRB Check			
Job Offer			
Accepted / Declined			