

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?	<b>Application Form</b>	
	BSL Video	
	Large Print	
	Computer Disk	
	Other	
	<b>Interview</b>	
	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

<b>Office Use Only</b>	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			