

CONFIDENTIAL



EMPLOYMENT APPLICATION FORM

CENTRE FOR LIFE EMPLOYMENT APPLICATION FORM

Please complete the application form and return to Claire Adams, Company Secretary, Human Resources Department, Centre for Life, Times Square, Newcastle-Upon-Tyne, NE1 4EP.

The Centre for Life supports the principles of equal opportunities. It is the aim of the Trust to ensure that each applicant is considered on the basis of ability to do the job regardless of sex, sexual orientation, race, ethnic origin, religion, disability, marital status or age. Registered Charity No: 1059607.

(Please note that information submitted to the company as part of your application, whether on this form or later in the recruitment process, will be used solely in connection with the recruitment and selection of the position being applied for. Dependent on the nature of the position, the company may verify details given through references, requests for written confirmation of qualifications or financial information, health checks and/or disclosure check at the Criminal Records Bureau. This would only be prior to confirmation of an appointment.)



DETAILS OF VACANCY

Job Title:	
Department	

PERSONAL DETAILS

Title: (Mr/Mrs/Miss/etc)	
First Name(s):	
Surname:	
Address:	
Postcode:	
Daytime Telephone Number:	
Evening Telephone Number:	
Mobile Telephone Number:	
Fax Number:	
Email Address:	



EDUCATION AND TRAINING

Education

School/College/ University	Dates		Qualification	Subject	Grade
	From	To			

Professional Membership

Professional Body	Date obtained	Qualification

Other Relevant Training

Institute or Course Organiser	Dates		Title of Course/Subject	Results
	From	To		



EMPLOYMENT HISTORY (starting with current/most recent)

Employer (name and address)	Dates		Position held & description of duties	Reason for leaving
	From	To		

PLEASE ANSWER THE FOLLOWING QUESTIONS BY TICKING THE APPROPRIATE BOX.

◆ Do you possess a current, full driving licence?

Yes No

◆ Do you need a work permit to take up employment in the UK?

Yes No

◆ Do you consider yourself disabled under the Disability Discrimination Act (DDA)?

Yes No



If applicable, please state any reasonable requirements for interview:-

- ◆ Do you have any criminal convictions involving dishonesty?

Yes No

- ◆ Have you been convicted of a criminal offence, which may be relevant to the position for which you are applying?

Yes No

If you answer yes to either of the above, please provide details of any unspent convictions on a separate sheet.

Please explain why you are interested in this position, providing details of your suitability and experience to date:



Please add any further information in support of your application:

A large, empty rectangular box with a thin black border, intended for providing additional information to support an application.



REFERENCES

*Please supply the names, addresses and occupation of two referees.
One of your referees should be your existing or most recent employer.*

1.	2.
Occupation:	Occupation:

DECLARATION

I confirm, that to the best of my knowledge, the information given on this form is accurate and correct.

Signed: _____

Print Name: _____ Date: _____