**Please return the completed application to the office.**

**To save costs we do not acknowledge applications.**

**CONFIDENTIAL**

# APPLICATION FOR EMPLOYMENT at LEEWAY

(CVs will not be accepted)

Please write clearly in black ink.

Please return completed form to: **Leeway**

**c/o** **City Hall**

**Norwich**

**NR2 1NH**

|  |  |
| --- | --- |
| Position Applied for |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title |  |
| Surname |  |
| First Name(s) |  |
| Address  Post code |  |
| Home Telephone no |  |
| Mobile no |  |
| E-mail address |  |
| Current Driving Licence | \* Yes / No (please delete as appropriate) |

**PRESENT AND PAST EMPLOYMENT DETAILS** (current or most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| Employers  Name and address | Position held  (Please also indicate the main responsibilities relevant to the post for which you are applying) | Reason for  Leaving | Length of service |
|  |  |  |  |

# SECONDARY AND FURTHER EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Schools/College attended | From | To | Qualifications | Grade /Result |
|  |  |  |  |  |

|  |
| --- |
| Membership of Professional Bodies |
|  |

|  |
| --- |
| Details of Languages spoken |
|  |

# Relevant Training Courses/ Technical or Professional membership/Qualifications

|  |  |
| --- | --- |
| Dates | Course title |
|  | (Please continue on a separate sheet) |

# SPECIFIC INFORMATION RELATED TO THIS POST

|  |
| --- |
| What do you think domestic violence is? |
|  |

**FURTHER INFORMATION**

|  |
| --- |
| Use this space to give further details in support of your application. In particular, say why you want the job and what relevant experience, training and skills you have. You may wish to include details of any voluntary work, outside interests or activities, special skills or qualities you have. Continue on a separate sheet of paper if necessary**.** |
|  |

**JOB SHARE**

|  |
| --- |
| Are you interested in a job share? If so how many hours/days per week would you prefer |
|  |

# REFERENCES

Please include the name and address of two referees and in what capacity they know you. One should be from your previous employer, and one from a previous employer or professional person (e.g. health visitor, doctor etc)

|  |  |
| --- | --- |
| Name | Name |
| Address | Address |
| E-mail address | E-mail address |
| Capacity in which they know you | Capacity in which they know you |

**DECLARATION OF CRIMINAL CONVICTIONS**

|  |
| --- |
| Because of the nature of the work we carry out, all staff will need to have a Disclosure and Barring Service (DBS) check. If you have any criminal convictions SPENT or UNSPENT (currently or in the past) you must disclose those convictions.  If you are applying for an exempt volunteer post i.e. a volunteer post which involves substantial access to children and vulnerable clients you must disclose all criminal convictions regardless of the nature or the sentence or the time of the conviction.  If any of the above circumstances apply to you please answer the following question |
| Do you have or have had any criminal conviction(s) YES/NO |
| If you have said YES please give details (It may not necessarily affect your application depending upon circumstances) |
|  |

**ENTITLEMENT TO WORK**

|  |  |
| --- | --- |
| Do you require a work permit to work in the UK? | YES/NO |

|  |
| --- |
| Asylum & Immigration Act 1996 Under Section 8 of the Asylum and Immigration Act 1996, which came into force on 27th January 1997 employers are criminally liable for employing a person not authorised to work in this country unless they can prove that they have checked that person’s status prior to starting work through sight of one of the following documents:   * A document issued by a previous employer, the Inland Revenue or another state agency which states the national insurance number of the person named (temporary NI numbers are not acceptable). * A passport describing the holder as a British Citizen or as having the right of abode in, or an entitlement to re-admission to, the UK. * A certificate of registration or naturalisation as a British Citizen. * A passport or national identity card issued by a state that is a party to the European Economic Area agreement, which describes the holder as a national of that state. * A letter issued by the Home Office indicating the person named in it is a British Citizen or has permission to take employment. * A work permit or other approval to take employment from the Department for Education and Employment, or, in Northern Ireland, the Training and Employment Agency.   **This action is taken in compliance with the requirements of the law and is in no way intended to be discriminatory or to prevent those who require a work permit from securing employment.** If you do require a work permit please give details in your supporting statement. |

# DECLARATION

|  |
| --- |
| I confirm that all personal details provided on this form and any accompanying documentation are correct, and understand that any false statement could result in the appointment being declared invalid. If you are submitting this form electronically, please enter your name or your electronic signature below. In doing so, you confirm that the above statement is correct, as if the document had been signed and dated by hand.  Print name..........................................................................................................................  Signature……………………………………………………. Date…………………………….. |