

## APPLICATION FOR EMPLOYMENT PRIVATE & CONFIDENTIAL

If you have any difficulty completing this form please call the Human Resources Office on 01844 348115. Please type or write clearly in black ink and tick boxes as required.

Position applied for:

### Personal Details

Title	Forename(s)	Surname
Permanent address		
		Postcode
Home telephone number		Mobile telephone number
Work telephone number (if convenient)		e-mail address
Have you ever worked or applied to work for this organisation before?      Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Yes, please give details		

Previous or other names and surnames used

National Insurance number

Nationality

### Education & Membership of Professional Bodies

Secondary Education/Qualifications

Date	Institution name & address	Subject	Level (GCSE, 'A' level etc)	Grade

### Higher Education and Professional Qualifications obtained and currently being pursued

Date	University/College attended (name & address)	Course	Qualification achieved

Name and contact details of tutor or lecturer who would be willing to act as a referee. (please only supply this if you are unable to provide us with two employment referee's)

Name	Position/Job Title
Address	
Telephone number	e-mail address

### Membership of Professional Bodies

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### Employment Information

Please give details of your employment (paid or unpaid) starting with your present/most recent employer and working backwards. Please include contact details for referees and explain any employment breaks.

Present or most recent employer

Name, full address & telephone number of employer		
Job title	From (MM/YY)	To (MM/YY)
Current or final salary	Period of notice required	
Reason for leaving (or seeking other employment)		
Please give a brief outline of your main responsibilities		
Name of referee	Position of referee within organisation	
Telephone number	e-mail address	

Previous employers - Continue on separate sheet if necessary

Name, full address & telephone number of employer		
Job title	From (MM/YY)	To (MM/YY)
Reason for leaving (or seeking other employment)	Final salary	
Please give a brief outline of your main responsibilities		
Name of referee	Position of referee within organisation	
Telephone number	e-mail address	

Name, full address & telephone number of employer		
Job title	From (MM/YY)	To (MM/YY)
Reason for leaving (or seeking other employment)	Final salary	
Please give a brief outline of your main responsibilities		
Name of referee	Position of referee within organisation	
Telephone number	e-mail address	

Name, full address & telephone number of employer		
Job title	From (MM/YY)	To (MM/YY)
Reason for leaving (or seeking other employment)	Final salary	
Please give a brief outline of your main responsibilities		
Name of referee	Position of referee within organisation	
Telephone number	e-mail address	

Name, full address & telephone number of employer		
Job title	From (MM/YY)	To (MM/YY)
Reason for leaving (or seeking other employment)	Final salary	
Please give a brief outline of your main responsibilities		

<b>Name of referee</b>	<b>Position of referee within organisation</b>
<b>Telephone number</b>	<b>e-mail address</b>

<b>Name, full address &amp; telephone number of employer</b>		
<b>Job title</b>	<b>From (MM/YY)</b>	<b>To (MM/YY)</b>
<b>Reason for leaving (or seeking other employment)</b>	<b>Final salary</b>	
<b>Please give a brief outline of your main responsibilities</b>		
<b>Name of referee</b>	<b>Position of referee within organisation</b>	
<b>Telephone number</b>	<b>e-mail address</b>	

If you have had any breaks in your employment (for example family commitments, travel, unemployment) please give the dates to and from and an explanation of the reason(s).

<b>Date from:</b>	<b>Reason for break:</b>
<b>Date to:</b>	
<b>Date from:</b>	<b>Reason for break:</b>
<b>Date to:</b>	
<b>Date from:</b>	<b>Reason for break:</b>
<b>Date to:</b>	

**Why are you applying for this position?**

Please briefly explain why you have applied for the position, in what ways your skills, knowledge and experience match the requirements specified in the advertisement and/or job description and give details of any relevant interests or activities you feel would further support your application.

**Additional Information**

**How did you hear of this vacancy?**

Current Employee  Name of employee:

Hearing Dogs for Deaf People Website

Other Jobs Website  please specify

Local/National press  please specify

Specialist publication  please specify

**Do you require a work permit to work in the UK?** Yes  No

If yes and you already have a work permit what type of permit is it?

**Do you hold a current Full UK driving licence?** Yes  No

**Do you have an independent means of transport?** Yes  No

**Are you related to a current member of the Charity? (Failure to disclose such information may disqualify you).** Yes  No

If yes, please give details

**Do you have any unspent criminal convictions? (Under the Rehabilitation of Offenders Act 1974 you are not required to disclose any spent convictions).** Yes  No

If 'yes', please give details (this will not necessarily bar you from appointment)

**Please indicate any dates or times within six weeks of the application closing date when you would be unavailable to attend an interview**

## Sickness Record

As part of our approach towards effective sickness management, we ask all job applicants to indicate the number of days they have been absent from work due to illness over a two year period. This helps us to establish those applicants who can demonstrate a positive attendance record.

We accept that some absences from work are inevitable, but it is important to ensure that people who join us will be able to carry out their work effectively.

Please list below any periods of absence from work which you have had over the two year period prior to the closing date of the vacancy for which you have applied. It is not necessary to give specific reasons for absence unless you wish to do so.

Date absence began	Date absence ended	Comments

## Asylum and Immigration Act

Under the terms of the Act, it is an offence to employ an employee, or an apprentice aged 16 or over, who has no immigration authorisation to work in the UK. Therefore, should your application be successful you will be required to provide proof of eligibility to work in the UK.

## Declaration

I authorise Hearing Dogs for Deaf People to contact any previous employers or education(s) establishments mentioned in order to obtain references to support this application once an offer has been made and accepted.

This application will be processed within the terms specified by the Data Protection Act 1998. I hereby explicitly consent to the Charity collecting, holding and otherwise processing personal data (including 'sensitive' personal data) relating to me for the purposes necessary within the employment process. If you are the successful candidate, relevant information will be taken from the form and used as part of your personal record, held by the HR Department and your immediate line manager.

I also understand that under the terms of Hearing Dogs for Deaf People records management policy my personal data may be transferred to the Archives once they are no longer required for current administrative purpose.

I confirm that the information given on this form is, to the best of my knowledge, true and complete. I understand that any deliberate attempt to provide false information to obtain employment is a serious misrepresentation and will lead to rejection, or if employed, dismissal and is likely to constitute a criminal offence.

Signed:

Print name: \_\_\_\_\_

*For persons submitting an application by e-mail please type your name and the date. This, together with your attached e-mail will be deemed to form an electronic signature. Please be aware that you will subsequently be asked to sign a hardcopy of your application.*



## Thank you for providing this information.

You are asked to sign below only to ensure the authenticity of this information, which will be collated anonymously for statistical purposes with details supplied by other applicants.

I understand that the information given in this form will be held on computer and processed in accordance with the Data Protection Act (1998) and that I consent to the storage and use of such information for employment purposes.

Name:

Signed: \_\_\_\_\_

## How to apply

Once complete return your application to:



**Kayla Mullins, Hearing Dogs for Deaf People, The Grange, Wycombe Road, Saunderton, Buckinghamshire, HP27 9NS or**



**Recruitment@hearingdogs.org.uk**

Please ensure that your form reaches us before 5.00pm on the day of the closing date.

Please feel free to attach your CV, testimonials, references or copies of your education or training certificates to your application form if you feel appropriate. If you add any continuation sheets please make sure you mark these clearly with your name and the position for which you are applying.

Thank you in advance for applying to Hearing Dogs for Deaf People.