## Application for employment

If you require a paper version of this form, please contact us. All information supplied will be treated confidentially and at all times your information will be treated in accordance with our non-contractual Privacy Notice found on our website [www.meningitis.org/jobs](http://www.meningitis.org/jobs) which may be varied from time to time.

|  |  |
| --- | --- |
| Position applied for | Position |
| Full name | First Middle Last |
| Address (including postcode) | Address 1 Address 2 City POST CODE |
| Mobile number |  |
| Other telephone |  |
| Email address | @ |
| Would you be available for interview on planned dates? | Yes/No Comment if necessary |
| When would you be free to take up a new appointment? |  |
| Where did you learn of this post? | Our website Job Website Please specify      Newspaper Please specify      Other |
| I declare that the information provided in this application is to the best of my knowledge correct and, if appointed, will form part of my contract of employment. | |
| Signed | Please type your name here or print and sign |
| Date | Click here to enter a date. |
| For office use | |
| Date received |  |
| Candidate no |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| References Please give names and addresses for two referees.  We will contact your referees only if you are appointed and then only after an official offer of employment has been issued. | | |
| Referee 1 (manager at present or last employer) | | |
| Full name |  | |
| Position |  | |
| Organisation |  | |
| Address |  | |
| Telephone number |  | |
| Email address | @ | |
| Referee 2 (can be a previous employer or character reference, must be different to above) | | |
| Relationship to referee |  | |
| Full name |  | |
| Position |  | |
| Organisation |  | |
| Address |  | |
| Telephone number |  | |
| Email address | @ | |
| Present employment (If not currently in employment, details of last position) | | |
| Employer name |  | |
| Address |  | |
| Start date |  | |
| End date |  | |
| Job title |  | |
|  |  | |
| Please provide a description of the role, your responsibilities, and achievements, and give your reasons for seeking new employment. | | |
|  | | |
| Employment history Please give brief details of your previous employment (most recent first). | | |
| Employer 2 name |  | |
| Address |  | |
| Start date |  | |
| End date |  | |
| Reason for leaving |  | |
| Job title |  | |
| Please provide a brief description of the business, your job title and your role. | | |
|  | | |
| Employer 3 name |  | |
| Address |  | |
| Start date |  | |
| End date |  | |
| Reason for leaving |  | |
| Job title |  | |
| Please provide a brief description of the business, your job title and your role. | | |
|  | | |
| Employer 4 name |  | |
| Address |  | |
| Start date |  | |
| End date |  | |
| Reason for leaving |  | |
| Job title |  | |
| Please provide a brief description of the business, your job title and your role. | | |
|  | | |
| Please provide further brief details of any other previous work below, including any voluntary positions you feel are relevant. | | |
|  | | |
| Education and qualifications Please give details of your education and qualifications (most recent first). | | |
| School/institution name | Examinations passed/qualifications obtained | |
| 1 |  | |
| 2 |  | |
| 3 |  | |
| 4 |  | |
| Please give details of any other qualifications obtained, courses attended, or membership of relevant bodies you feel are relevant below. | | |
|  | | |
|  | | |
| Computer literacy | | |
| Microsoft Word | | Microsoft Excel |
| Microsoft Outlook | | Database Package |
| Please add any other relevant details about you IT or computer experience below. | | |
| Additional information | | |
| Please tell us why you are suitable for this role, relating your skills, knowledge and experience to the duties of the post as fully as possible [please continue on a separate sheet or extend this box, if necessary] | | |
|  | | |
| Do you have a current driving licence? | Yes/No | |
| Does it contain any endorsements? | Yes/No | |
| If yes to above please give details |  | |
| Do you have unrestricted use of a car? | Yes/No | |
| Are you happy on occasions using your car on charity business? | Yes/No | |
| This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any **convictions, cautions, reprimands and final warnings** that are not protected. Successful applicants will be DBS/PVG/Access NI checked depending on the region.  Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.  Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Yes/No | | |
| If yes to the above, please give details including dates and outcomes: | | |
| Have you been subject to any disciplinary procedures or safeguarding concerns in your current or any previous employment? Yes/No | | |
| If yes to the above, please give details: | | |
| For foreign nationals [please note that we are unable to accept applications for this post from candidates who do not already have the right to work in the UK]  Do you require a work permit? Yes/No  If no, do you have permission to live and work in the UK? Yes/No  If yes give details | | |