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**EMPLOYMENT APPLICATION FORM**

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| **Position Applied For:** | **Admin/receptionist** | **Ref:** | **OIAS/24** |

**CLOSING DATE**: **22 October 2024**

**INTERVIEW DATE:15 November 2024**

**Information for Candidates – Please read before completing application form**

*Please complete all sections of the form fully. Applicants are not permitted to alter the format or content of the application form.*

*You should use this form to highlight relevant and appropriate experience, in accordance with the required essential & desirable criteria.* ***We reserve the right to enhance the existing criteria should we have a large number of applicants.***

*Please return the completed Application Form and Monitoring Form in confidence to: info@oias.co.uk*

**Section 1 Personal Details**

|  |  |
| --- | --- |
| First Name (s) |  |
| Family Name |  |
| Address (inc. Postcode) |  |
|  |  |
| Home Telephone Number: |  |
| Mobile number: |  |
| Email address: |  |
| Do you hold a valid driving licence?  |  |
| Do you have the use of a car? |  |
| Are you eligible for employment in the UK? |  |
| National Insurance Number: |  |

**Section 2 Education and Training**

**Please use this section to provide details of your education/qualifications attained, membership of relevant professional bodies and any additional training you feel is relevant to support your application. Please note that proof of qualifications and/or membership of professional bodies may need to be produced.**

|  |  |
| --- | --- |
| **General and Further Education subjects studied:*****(e.g. GCSE / O Level / A Level / Degrees / NVQs / Diplomas)*** | **Qualifications, Results and Year Obtained:** |
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**Please give details of any training courses attended, which are relevant to your application.**

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**Please give details of your membership of any professional/technical organisations.**

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**Section 3 Employment History**

Please give details of all the jobs you have held, including an explanation of all periods when you were not in employment or were undertaking voluntary work. Please start with your current or most recent employer.

**Your current (or most recent) employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Position held** | **Main duties and responsibilities** | **Dates of employment (From and To)** |
|  |  |  |  |
| **Current salary & benefits** |
|  |

**Your previous employment & experience**

*Start with the job before your current job and work backwards.*

| **Employer** | **Position held** | **Main duties and responsibilities** | **Dates of employment/reasons for leaving/salary on leaving** |
| --- | --- | --- | --- |
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**Section 4 Meeting the Person Specification Criteria within Role Profile**

* Please use this section to provide clear, concise evidence of how you meet the essential and desirable criteria for the role, as detailed on the job description and person specification provided. Bullet points are acceptable.

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| ***Section 4: Page 1 of 2*** |
| ***Section 4: Page 2 of 2***  |

**Section 5 Additional Information in Support of Your Application**

**Please tell us why you have applied for this position, and any further information that you feel is relevant to your application.**

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**Section 6 Other Information**

**Disability Discrimination Act**

**A person has a disability if he or she has “a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.” *(Disability Discrimination Act 1995)***

**Do you, in accordance with the above, have a disability?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** |  |  | **No** |  |

|  |  |
| --- | --- |
| **If yes, please state nature of disability:** |  |

**Do you require any special arrangements to be made to support and assist you if called for interview? If so please complete below.**

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**Have you ever been convicted of a criminal offence?**

**(Exclude convictions which are spent under the Rehabilitation of offenders (N.I. Order 1978).**

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| --- | --- | --- | --- | --- |
| **Yes** |  |  | **No** |  |

**Section 7 Referees**

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| Please state the names and addresses of two referees of whom confidential enquiries will be made as to your skills, experience and work performance. (Both should be familiar with your work, and at least one should be your present or most recent employer. (Neither referee should be a relative.)References will not be sought prior to interview |
|  | **Referee 1** | **Referee 2** |
| **Name:** |  |  |
| **Relationship to you:** |  |  |
| **Position held:** |  |  |
| **Company Name and Address *(including postcode)*** |  |  |
| **Telephone No:** |  |  |
| **Email Address:** |  |  |

**How much notice are you required to give your current employer?**

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**Section 8 Declaration and Signature**

**Data Protection**

I understand that the data contained in this application form and the “sensitive personal data” on the monitoring form will be retained on file and may be processed by the Company for use in connection with this application for employment, any subsequent employment with the Company, or to comply with any requirement of statutory legislation in order for the Company to comply with its legal obligations, and I hereby agree to any such processing by the Company. The Company agrees to ensure that I am safeguarded against the possible misuse of any personal information about me that is kept on file by strictly controlling access and use. Such access and use will be in compliance with Data Protection legislation.

**Declaration**

* I confirm that, to the best of my knowledge and belief, the information I have provided is true and complete.
* I understand that any job offer made, and any subsequent employment with the Company may be withdrawn in the event of unsatisfactory references and/or non-disclosure of unspent convictions or other relevant information.

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| --- | --- | --- | --- | --- |
| **Signed:** |  |  | **Date:** |  |
| **Print Name:** |  |  |  |  |

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