

# JOB APPLICATION

## PERSONAL INFORMATION

NAME

ADDRESS

POST CODE:

PHONE

EMAIL ADDRESS

NATIONAL INSURANCE NO:

## EDUCATION

Education - please include the name of your Secondary school, College examinations taken (subjects) & your results:

Further Education - please include name of the college/university, examinations (subjects) & Results:

## WORK EXPERIENCE

## YEAR

Employment History - Include Employer name, address, job title, dates of employment, reason for leaving, salary at time of leaving. Also please give a brief description of your duties/responsibilities:


## SUPPORTING EVIDENCE

Supporting Evidence - please tell us why you believe that you are a suitable candidate for this role in terms of your main achievements, knowledge, skills and experience that you feel are relevant to the post you have applied for:


HOBBIES/INTERESTS


**Criminal Records:** Have you ever been convicted of a criminal offence? (You do not need to disclose convictions deemed as “spent” under the Rehabilitation of Offenders Act 1974) With some exceptions, having a criminal record will not necessarily bar an individual from working for us. This will depend on the nature of the role sought and the circumstances and background of the offences. Community Service placements do not need to provide conviction information. If you answer “Yes” to the above, please give your name, and details of all offences, penalties and/or police enquiries and dates on a separate sheet of paper, in a sealed envelope marked confidential, for the attention of Michael Holmes, Chief Executive and send it to Hope365, 73 Main Street, Ballyclare, BT39 9AA.

YES

NO

## ACCOMADATIONS

Are there any accommodations that may be required to be made should you be invited for an interview? (please indicate below)

**Essential Requirements -** Are there any restrictions to your residence in the UK, which might affect your right to take up employment in the UK?

YES

NO

## REFERENCES

**References:** Please list two referees one of which must be your current employer. If you are not currently in employment then your last employer. Please note referees should not be a relative. Please provide full name, organisation/relationship to referee, their occupation, telephone number and email address: