



APPLICATION FOR EMPLOYMENT

Post applied for:

Home location of post applied for:

SECTION A - Your personal details

Title: Mr/Mrs/Miss/Ms	First Name(s):	Surname:
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Date of Birth:	All Previous Names:	National Insurance Number:
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Present Full Address:

Home Telephone:	Mobile Telephone:	Work Telephone:
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SECTION B - Employment Details *(Most Recent First)*: These may be used as referees

Name and Address of Employer:	From	To	Job Title and brief description of duties:	Reason For Leaving:

Period of Notice Required by Current Employer:	
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Please set out any experience which you think is relevant to this position:

SECTION C - Qualifications and Training

School/College/ University/Employer	From	To	Subject/Course:	Grade/Result:

Do you require a work permit to take up employment in the UK:	Yes	No	Details (if appropriate)
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Are you related to any employee of this company?	Yes	No	Details (if appropriate)
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Have you previously worked for Surehaven?	Yes	No	Details (if appropriate)
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1. Name of Referee	Address of Referee
Relationship to you:	

2. Name of Referee	Address of Referee
Relationship to you:	

SECTION D - Your declaration

I confirm that the information I have given on this form is correct and complete. I understand that false or misleading statements may nullify any offer of employment, or if appointed, may result in disciplinary action or dismissal.

I give my consent to the information contained in the application form and supporting information being retained and processed in accordance with the requirements of Data Protection legislation and Codes of Practice.

I understand that should I be asked to attend interviews, I will be required to complete a confidential and complete declaration of any criminal convictions, bind overs, cautions, reprimands and final warnings and of any action pending against me. I understand that in the event of being offered an appointment, a Disclosure will be sought from the Criminal Records Bureau.

Your Signature:

Date:

When completed please return this application form to:

Insert Home
Address Label

Surehaven fully supports the principle of equality of opportunity and firmly opposes all forms of unlawful discrimination on the grounds of colour, race, nationality, those with HIV status, ethnic or national origin, gender, marital status, responsibility for dependants, sexuality, age, disability, trade union membership, religious belief or offending background where this does not represent a risk to children and vulnerable adults.