**HEBRON HALL CHRISTIAN CENTRE**

Hebron Hall Ltd, Cross Common Road, Dinas Powys, Vale of Glamorgan CF64 4YB

**CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

(*Please type or write clearly using CAPITALS*)

|  |  |  |
| --- | --- | --- |
| Application for the post of |  | |
| Department | Closing Date | Ref No |

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname | Forename(s) | | Title |
| Address  Postcode | | | |
| E-mail | Date of Birth | N.I. Number | |
| Telephone - Work | Home | Mobile | |

|  |  |
| --- | --- |
| Do you hold a current full driving licence? YES 🞏 NO 🞏 | Do you own a car? YES 🞏 NO 🞏 |
| Have you any current endorsements? YES 🞏 NO 🞏 If YES please give details | |

**EDUCATION HISTORY**

|  |  |
| --- | --- |
| School/College | Qualifications gained (with dates) |
|  |  |
| Other Training (Examination Board) | Qualifications gained (with dates) |
|  |  |

**EMPLOYMENT HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name and address of current or most recent employer | From | | To |
| Current Salary | | |
| Job title | | |
| Notice required | | | |
| 2. Name and address of previous employer | From | To | |
| Salary | | |
| Job title | | |
| 3. Name and address of previous employer | From | To | |
| Salary | | |
| Job title | | |
| 4. Name and address of previous employer | From | To | |
| Salary | | |
| Job title | | |
| 5. Name and address of previous employer | From | To | |
| Salary | | |
| Job title | | |

**COMMUNITY OR OTHER VOLUNTARY EXPERIENCE**

|  |
| --- |
| Please give brief details of community or other voluntary work, naming the relevant organisation and outlining responsibilities etc. |

**LEISURE**

|  |
| --- |
| Please give details of leisure interests, sports, hobbies and other pastimes. |

|  |
| --- |
| If offered the position will you continue to work in any other capacity? YES 🞏 NO 🞏  If YES, please give details |

**REFERENCES**

|  |  |
| --- | --- |
| Please give the name, address and telephone number of two persons from whom we can obtain both character and work experience references. The first, wherever possible should be your current/or most recent employer/school/college. Please do not use personal friends or relatives as referees. | |
| 1. Name  Position  Address    Telephone No  Email | 2. Name  Position  Address    Telephone No  Email |
| If you are shortlisted, we will contact your referees before the interview  Please indicate if we should contact your current employer YES 🞏 NO 🞏 | |

**REHABILITATION OF OFFENDERS ACT 1974**

|  |
| --- |
| By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the provisions of Section 4.2 of the Rehabilitation of Offenders Act 1974 do not apply to any employment which is concerned with the provision of certain services and which is of such a kind as to enable the holder to have access to persons in receipt of such services in the course of his/her normal duties. Your answer to the following question should include any “spent” convictions.  Have you ever been convicted of a criminal offence YES 🞏 NO 🞏 If YES please give details |
| **GENERAL COMMENTS** |
| Please detail below your specific reasons for this application, your main achievements to date and the strengths you would bring to this post (please continue on a separate sheet of paper if required).  **GENERAL COMMENTS contd.** |
|  |
| **DECLARATION** **(Please read this carefully before signing this application)** |
| 1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.  2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of your intention and obtain your permission prior to contacting your doctor).  **Signed**: **Date:** |
|  |
| **FOR OFFICE USE ONLY**  Interview Date and Notes:  Offer Letter: Y/N Date: Rejection Letter: Y/N Date:  Acceptance: Y/N Date: References sought: Y/N Date:  Medical: Y/N Date Date Filed: |