Application for Employment

|  |  |
| --- | --- |
| Position applied for |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| Surname | |  | |  | Forenames |  |
| Title | |  | |
|  | | | | | | |
| Address |  | | |  | Home 🕿 |  |
| Mobile 🕿 |  |
|  | | | | | | |
| National Insurance no: | | |  | | | |
| Are you legally allowed to work in the UK? | | | Yes/No | | | |
|  | | | | | | |
|  | | | | | | |

Education history

Please list schools, colleges and universities attended since the age of 11:

|  |  |
| --- | --- |
| Institution | Qualifications |
|  |  |

Further Training

Please list any further training you have undertaken which is relevant to the post you are applying for:

|  |  |
| --- | --- |
| Institution (if applicable) | Qualifications |
|  |  |

Employment History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates | Name & Address of Employer | Job Title | Duties | Rate of pay | Reasons for leaving |
|  |  |  |  |  |  |
| Notice required in current position: | | | | | |

**Rehabilitation of Offenders Act**

Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 and Exemptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are ‘spent’ under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be considered in deciding whether to make the appointment.

Any information will be completely confidential and will be considered only in relation to this application.

Health Details

|  |
| --- |
| Can you perform all the duties in the job description?  No / Yes |

Experience and Skills

Please consider the **Priorities** and **Person Specification** in the Role Description when answering these questions

|  |
| --- |
| **Experience**  Please tell us more about any experience you have that is relevant to this role. |
|  |
| **Skills**  Please tell us more about your skills that are relevant to this role. |
|  |

Motivation and Outlook

|  |
| --- |
| **Why do you want to work for Zarach?** |
|  |
| **Please tell us why you think you would be a good addition to the Zarach team.** |
|  |

ReferencesPlease give details of two referees (one of whom should be your present/last employer and not relatives)

|  |  |
| --- | --- |
| Name:  Occupation:  Email:  Phone:  Capacity in which known: | Name:  Occupation:  Email:  Phone:  Capacity in which known: |
| *Do you wish to be contacted before these references are taken up?* No / Yes | |

*Please note: To enable us to comply with our obligations under the Asylum and Immigration Act, you will be asked to provide written proof of your right to work in the UK before any job offer is made. You will be given details of the original document/s which are required at the appropriate time.*

*By submitting this form, you consent to Zarach using your personal information in relation to the job applied for. We will only use your details in relation to this application for employment. We will keep your details safe and will not share them with any third party. If you are unsuccessful in your application for employment, we will delete your information from our records.*

Declaration*(Please read this carefully before signing this application)*

|  |
| --- |
| 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.  Signed:  Date: |

Please return this form, along with a covering letter to Kieran Malko [kieran@zarach.org](mailto:kieran@zarach.org)