

**CONFIDENTIAL**



**APPLICATION FOR EMPLOYMENT**

The Denby Dale Centre  
Unit 12b, Springfield Mill  
Norman Road  
Denby Dale  
HD8 8TH  
Registered Charity No 111828  
Company No 5507412 (registered in England, Limited by Guarantee)  
01484 860077  
www.denbydalecentre.org

**OFFICE NOTICE**  
PLEASE REFERENCE ALL PAGES  
THEN REMOVE  
**FIRST AND SECOND PAGE**  
BEFORE SHORT-LIST SCORING

**PLEASE COMPLETE THIS FORM FULLY AND RETURN BY THE DEADLINE DATE & TIME**

**THE JOB**

What position are you applying for?	
How did you hear about this job?	

**YOUR PERSONAL DETAILS**

Surname:	
First Name:	
Title: (Mr/Mrs/Miss/Ms/Other)	
Do you have a Current Driving Licence?	
Do you have your own Transport?	

**YOUR CONTACT DETAILS**

Address (inc postcode):	
Telephone (Day):	
Telephone (Evening):	
Mobile:	
Email:	

**SAFEGUARDING**

DBS Certificate Number	
DBS Issue Date	
Information disclosed:	YES / NO



## BACKGROUND

Rehabilitation of Offenders Act, 1974

*This Act and its Exemptions Order provide that an applicant for a post of this kind may not withhold information about any conviction, which might otherwise be considered 'spent'. Such a conviction would not necessarily lead to a ban on employment, and the stating of any conviction would be treated in confidence and only considered in relation to this post. Subsequent discovery of an undisclosed conviction may lead to the dismissal of an employee.*

Have you ever been convicted of a criminal offence?

YES / NO

*Delete as necessary.*

*If the answer is 'Yes', please give details on a separate sheet of paper.*

## NOTICE TIME

Notice required by current employer (if currently employed):

## DECLARATION

- I declare that all information contained in this application is true, accurate and complete.
- I understand that if it is subsequently discovered that any statement is false, inaccurate, missing or misleading, it will be taken as gross misconduct and I may be dismissed from employment.

All information and details given in this application form will be treated in the strictest confidence and not passed to a third party without your prior permission.

This application includes the following (please tick that you have completed fully or attached):

- |   |  |
|---|--|
| <input type="checkbox"/> Job Title        | <input type="checkbox"/> Education and Training                      |
| <input type="checkbox"/> Personal Details | <input type="checkbox"/> Current and Previous Employment             |
| <input type="checkbox"/> Contact Details  | <input type="checkbox"/> Current and Previous Volunteering           |
| <input type="checkbox"/> Safeguarding     | <input type="checkbox"/> Referees 1 & 2                              |
| <input type="checkbox"/> Background       | <input type="checkbox"/> Interests and Hobbies                       |
| <input type="checkbox"/> Notice Time      | <input type="checkbox"/> Additional Information                      |
|   | <input type="checkbox"/> Single page of further information attached |

**Please note that only sections ticked above will be considered declared by you and therefore be accepted as part of the application. Unticked boxes are not declared by you, and that section will not be considered as forming part of your application by us and may result in not scoring during shortlisting processes.**

Name of Applicant:

Signature of Applicant:

Date of Application:

**YOUR EDUCATION AND TRAINING**

From	To	Educational Institution & Course	Qualification

**YOUR CURRENT & PREVIOUS OCCUPATION(S)**

From	To	Company & Job Title	Responsibilities	Hrs/wk	Reason for Change

**YOUR CURRENT & PREVIOUS VOLUNTEERING ROLES/EXPERIENCE (IF ANY)**

From	To	Role Title	Organisation	Responsibilities

**REFERENCES**

Please supply the names and addresses of two referees, including your present/most recent employer. By supplying referees below, you give us permission to contact them, which will only be done after interview.

	REFEREE 1	REFEREE 2
Name:		
Referee Type: (employer/personal)		
Company (only for employer referee)		
Address: (inc postcode)		
Telephone:		
Email:		
Relationship to you: (ie friend, line manager, etc)		

**YOUR INTERESTS AND HOBBIES**

Please give details of any interests and hobbies that you have:

**ADDITIONAL INFORMATION**

Please include any additional information which could help your application:

**ONLY USE UP TO ONE MORE SINGLE PAGE – TOTAL OF EIGHT PAGES PER APPLICATION (Calibri font 12)**