

**Confidential**

**Application for Employment**

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| **Section 1** | |
| **Vacancy details** | |
| Post: |  |
| Post Reference: |  |
| Where did you see the advert for this post? Please give details: |  |

No applicant will be unfairly discriminated against in accordance with our legal obligations. Only section 2 of this form will be made available to the short listing panel. Section 1 and 2 will be used by the interviewing panel and section 3 will only ever be used by the HR Department for monitoring purposes.

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| **Section 2** | | | |
| **Personal details** | | | |
| Surname:……………………..  Forenames  Title:  (e.g. Mr/Mrs/Miss/Ms)  Known as:  Address  …………………………………………………………….    Postcode | Home Telephone No. | | |
| Mobile Telephone No. | | |
| Daytime Telephone No. | | |
| Email address: | | |
| Declarations | | | |
| **Right to Work** | | | |
| Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?  Yes No | | | |
| If not, do you have the right to work in the UK and hold a current work permit?  Please give details, including any visa restrictions currently in place. | | | |
| **Reasonable Adjustments**  You will be offered an interview under the Guaranteed Interview Scheme if you meet the minimum criteria within the person specification. | | | |
| Do you have a disability? | | Yes | No |
| **Driving** | | | |
| Do you currently hold a UK Driver’s Licence?  Yes No  Do you have any endorsements on your licence?  Yes No | | | |
| **Relationship To Directors** | | | |
| Are you related to any directors of Rubi Living  Employees of Rubi Living ? Yes No  If Yes, please give name(s) and relationship.    I understand that canvassing of any Director’s or employees of Rubi Living in connection with this appointment will disqualify me. | | | |
| **Convictions** | | | |
| The Rehabilitation of Offenders Act (1974) helps rehabilitate ex-offenders back into work by allowing them not to declare criminal convictions to employers after the rehabilitation period set by the Court has elapsed and convictions have been spent.  Have you ever been convicted of a criminal offence?  Yes No  If so please give details of any convictions. As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared  **If you are applying for a post involving access to Children, Young People or Vulnerable Adults, any offer of employment will be subject to receipt of a satisfactory disclosure check from the Disclosure and Barring Service. Failure to reveal any information relating to convictions could lead to the withdrawal of an offer of employment.** | | | |
| I declare that the information given on this application is true and complete. I agree that any deliberate omissions, falsifications or misrepresentations in the application form will be grounds for rejecting this application or subsequent disciplinary action including dismissal if employed by the organisation. Where applicable I give consent for the organisation to seek clarification regarding professional registration details.    **Signed: Date:** | | | |
| Rubi Living collects, holds and processes the information you provide on your application form in compliance with the General Data Protection Regulation and the Data Protection Act 2018. Only information about successful candidates will be held for more than 6 months following the conclusion of the recruitment process.  To find out more about how the Rubi Living manages your personal data and to read the full HR Departmental Privacy Notice please go to [www.rubiliving.co.uk.uk/privacynotices](http://www.rubiliving.co.uk.uk/privacynotices)  **It is the policy of the Rubi Living that unsuccessful job applicants be given the opportunity to discuss their application. If you wish to do this, please contact Human Resources who will put you in touch with the appropriate manager.** | | | |

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| **Section 3** | | | |
| **Education (including further/higher education)** | | | |
| **Institution type**  **(Secondary School /**  **College / University)** | **Qualifications with Grades (with actual or predicted)** | **Awarding Body** | **Dates** |
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| **Studies in progress** |
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| **Short courses attended** |
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| **Relevant working knowledge, skills and abilities** |
| **Please read the essential and desirable job requirements carefully before completing this section.** These can be found on the Person Specification for the post that you are applying for. For each requirement, you will need to explain how your working knowledge, skills and abilities make you suitable for this job. Please ensure that you give examples of how and where you have demonstrated these skills which may have been gained from previous jobs, voluntary or community work, education/training or other activities.  **The information you give will be used by the Shortlisting Panel to decide whether to offer you an interview so please complete this section fully and clearly, linking each of your responses to the relevant job requirement.**  ***Skills and Abilities - Continue if required*** |

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| **Present employment (or last employment if not currently employed)** | | | | | | |
| Job title | | | Name and address of Employer | | | Date of appointment |
| Period of notice required: Present salary/wage  Plus any other benefits  e.g. overtime/shift work | | | | | | |
| Previous employment (most recent first)  Please give reasons for gaps in employment history i.e travelling, sabbatical, caring, educational | | | | | | |
| Dates | | Job Title | | Name and address of Employer | Reason for Leaving | |
| From | To |  | |  |  | |

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| **References** | |
| Please give the names and addresses of two previous line managers, **not relatives**, one of whom should be your present employer (or most recent employer if you are not currently employed), the second referee should be your most recent before you present employer. If you have been employed by your current employer for 3 years or more, please give details of 2 referees from your current employer.  **Please ensure that the contact details are completed in full and are up to date. Contact details provided should not be personal contact information, but organisational contact details.**   |  |  | | --- | --- | | Name | Name | | Address  Post Code | Address  Post Code | | Tel No | Tel No | | Email if known | Email if known |      |  |  | | --- | --- | | Capacity in which the referee is known to you | Capacity in which the referee is known to you | |  |  | | Do you give your permission to contact the referee prior to your interview  Yes No | Do you give your permission to contact the referee prior to your interview  Yes No | | |
| **Membership of professional bodies** | |
| Please list below any Institution or Society of which you are a member, the class of membership, date obtained and state if by examination. | |
| Has someone else completed this form on your behalf? | Yes No |
| Do you wish to apply for this post on a job share or a part time basis? | Yes No |

This completed form should be marked private and confidential and returned to:

**HR, Rubi Living, 69 Chepstow Road , Corby, Northamptonshire, NN18 8QQ**

Email: [rlrecruitment@rubiliving.co.uk](mailto:rlrecruitment@rubiliving.co.uk)