

# Employment Application Form



This application form will be retained for personnel purposes. It is important that the information you provide is complete and accurate. Your employment with The Healing Trust is conditional upon verification of the information provided on this form. **Please note we do not accept curriculum vitae.** All information will be treated in confidence and is necessary only to assess your suitability for employment.

## Personal Details

Surname: \_\_\_\_\_ Forename(s) \_\_\_\_\_ Title: \_\_\_\_\_

Previous Name: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Years at this address: \_\_\_\_\_ Home telephone Number: \_\_\_\_\_

Permanent address if different from current address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email \_\_\_\_\_

## Work Details

Position applied for: \_\_\_\_\_

If you are not applying for a specific role please tick type of employment preferred

Temporary  Permanent  Days  Evenings

What is your current notice period?

## Identification / Nationality

All candidates must provide proof of eligibility for employment in the UK and therefore submit appropriate documentation. Please bring this to the interview for verification and copy for submission with your application. Appropriate documentation includes:

- British birth certificate
- Original passport issued by a country in the EU
- Passport with the necessary immigration authorisation
- Proof of address, ie utility bill
- Certificate of naturalisation as a British citizen
- Letter issued by the Home Office or the Department of Education and Employment indicating the employee has permission to take a job in the UK

Nationality/ Citizenship: \_\_\_\_\_ Passport Number: \_\_\_\_\_ National Insurance Number: \_\_\_\_\_

Do you have the legal right to reside and work in the UK? Yes  No

Do you require a UK work permit? Yes  No

If you already hold a UK visa please confirm type and expiry date if appropriate: \_\_\_\_\_



# Employment Application Form

## Secondary Education

Please list all institutions attended, with names and addresses in full:

- Include all grades achieved and distinguish clearly between pass and fail
- Should a degree/diploma be incomplete, please state grades to date

NB you may be asked to provide original certificates

Name and location of schools attended during Secondary Education: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Subjects/courses studied and level (eg GCSE, BTEC, 'A' Level etc):

Qualification	Subject	Grade

Qualification	Subject	Grade

## Further Education

Name of University/College: \_\_\_\_\_

Full address of University/College: \_\_\_\_\_

\_\_\_\_\_

Title of Course (BA/BSc/MA/HND etc): \_\_\_\_\_ Overall Class obtained: \_\_\_\_\_

## Professional Qualifications

Professional qualifications obtained/being studied for:

Qualifications	Name of professional institute	Date of Expiry (if applicable)

If applicable please also list names and addresses of the awarding body:

Memberships: \_\_\_\_\_

Date of expiry (if applicable): \_\_\_\_\_

## Employment

Have you ever applied for employment with the Trust before? Yes  No

Have you ever worked for the Trust? Yes  No

Are you related or known to any employee(s) of the Trust? Yes  No

Have you any business interests that could conflict with the employment for which you are applying? Yes  No

Are you subject to any obligation which may restrict your ability to be employed ie a non-competition agreement or a home country residency requirement? Yes  No

# Employment Application Form



Employment History

Please list the following (last 10 years only):

- All employment including part-time, temporary, summer jobs and military service (including your service number), beginning with the most recent.
- Should you be aware of a previous employer who has changed their trading name or has ceased trading, please provide up-to-date details
- If you have been employed on a consultancy basis please supply the names and addresses any agency used, in addition to the placement details

From:	To:	Name, address & telephone number of Company	Position & Final Salary (including bonus if applicable)	Manager's Name	Reason for leaving

Please continue on a separate page if necessary

Skills / Knowledge / Experience

In this section please outline how your skills, knowledge and experience support your application. You should draw on your experience from your previous roles or from other relevant situations outside of the workplace. Please continue on a separate page if necessary.

# Employment Application Form



## Convictions

Have you ever been convicted of a criminal offence (declaration subject to the Rehabilitation of offenders Act 1974)? Yes  No

If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

## References

Please provide details of two referees, one of which should be your last employer. You may provide details of a professional person known to you who could provide a character reference or testimonial if you are unable to provide employer details.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Declaration

I declare that the information given is true and accurate and I accept that the provision of inaccurate information may, at your absolute discretion, lead to the withdrawal of any offer of employment or to my dismissal if the inaccuracy in question is discovered after I have commenced employment. I authorise the Trust, or any external agency appointed by it to verify the information that I have provided.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**WE DO NOT ACCEPT CVs**

**Please return the completed Application Form to:**

The Healing Trust, Bull End, 1 Strixton Manor Business Centre, Strixton, Northamptonshire. NN29 7PA.  
Or email to [office@thehealingtrust.org.uk](mailto:office@thehealingtrust.org.uk).