


<p>NOTE TO APPLICANT: Please complete all of the application form, Using a maximum of 1 x A4 continuation sheet. Please do not send CV's at this stage. Initial selection is from application form only. Additional information, other than stated, will be ignored.</p>	<p>Reg. Office: Link Ability Conway House Ackhurst Business Park CHORLEY PR7 1NY</p>	<p>Tel: 01257 241899 Fax: 01257 233815 Email: office@linkability.org.uk</p>	
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APPLICATION FORM

Post applied for	Where did you hear of this vacancy?	
Surname: First name(s): Address:	Home Tel No: Mobile No: Work Tel No: Can we ring you at work? Yes/No	
Post Code:	DOB:	Sex:

REFERENCES

Please give details of two people to whom we may apply for references. One must be your present or most recent employer (if unemployed), the other a person not related to you, who has known you for at least two years.

<p>REFEREE 1</p> <p>JOB TITLE</p> <p>Name and address:</p> <p>Post Code</p> <p>Tel No:</p> <p>How is this referee known to you?</p> <p>Can we approach this person before interview?</p> <p>YES/NO</p>	<p>REFEREE 2</p> <p>JOB TITLE</p> <p>Name and address:</p> <p>Post Code</p> <p>Tel No:</p> <p>How is this referee known to you?</p> <p>Can we approach this person before interview?</p> <p>YES/NO</p>
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What is your current salary?	When would you be free to take up a new appointment if selected?	For office use only		
		Offer	Yes	No
		Hours		
		Location		



EDUCATION

School	From	To	Qualification obtained with subjects, levels, grades and dates

Further Education	From	To	Qualification obtained with subjects, levels, grades and dates

Details of any professional qualifications

Qualification obtained	Awarding Body	Date

Any other relevant training

Hobbies and interests that may be relevant to this post



WORK HISTORY

Please give details of your previous experience. Start with the current or most recent. Please explain any gaps in your employment record (including carer's breaks, ie family commitments). You may include paid and voluntary work. Please continue on a separate sheet if necessary (1 x A4 only).

Job title	Name & address of Employer	From	To	Brief description of the job	Reason for leaving

ADDITIONAL INFORMATION

Please use this space to explain why you have applied for this job and what qualities you think you could bring. Identify any relevant skills or experience you may have gained which you feel would support your application. **(You may continue on one A4 sheet if necessary)**

ADDITIONAL INFORMATION (continued)

CONVICTIONS AND/OR CAUTIONS

Please give details of any previous convictions/cautions or pending issues. This post is subject to Section 4 (20 of the Rehabilitation of Offenders Act 1974 (except Order 1975). If a nil return, enter nil in the box below and sign and date confirming your entry.

Do you have a clean driving licence?	Yes/No
If No, please declare your convictions	

DECLARATION

Given the nature of the job to which I have applied, I understand that any offer of employment will be subject to information on my criminal record/POVA/CRB or registered with the ISA (Sept 09).

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

Signed Date

