

Section 3

Employment

Present Job (or most recent job if you are currently unemployed)		Notice required by your present employer (if applicable)		
Date from	Name and address of employer	Job Title	Grade / Salary	Reasons for leaving (if currently unemployed)

Previous Jobs

Dates From / To	Name and Address of Employer	Job Title	Grade Salary	Reasons for leaving

Experience

- Please describe how your personal qualities and experience meet the person specification for this job.
- Please explain why you wish to apply for this job.
- Please give details of any relevant leisure interest or community work.

You may continue on a separate sheet if necessary.

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Please list your educational and training history; overseas qualifications should be included in this section. Details of the establishments attended are not required. (Proof of your qualifications will be required at interview)

Exams passed and dates obtained	Grade / Class	Exams passed and dates obtained	Grade / Class

Do you hold a FULL current driving licence? YES / NO (please delete)

Which class of licence(s) do you hold?..... Do you have use of a car? YES / NO (please delete)

Section 4

Declaration of Interests

On commencement of employment with [dreamwall](#), all staff will be required to sign a declaration of Interests, which will include amongst other interests membership of closed organisations, such as Freemasons, Independent Order of Buffaloes, etc.

Disclosure of Relationship

1) I certify that to the best of my knowledge and belief I am not related to or in a relationship with any member or employee of dreamwall.

2) I declare that am in a relationship with the following member or employee of dreamwall.

Name	Position	Relationship
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Please delete as applicable

Declaration

The information you give us may be stored on a computer and used for the purpose of personnel and employee administration and benefit fraud detection. It will be treated as strictly confidential and will not be disclosed to any unauthorised person.

I certify that my answers are true and complete to the best of my knowledge. I authorise you to make such investigations and inquiries of my personal, employment, financial or medical history and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In the event that I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature.....Date.....

Criminal Convictions

Have you ever received a caution or been convicted of a criminal offence? YES /NO

If YES please give full details. (You should not include convictions which are considered to be spent under the Rehabilitation of Offenders Act 1974, nor motoring convictions unless your driving licence has a current endorsement.)

Any information disclosed will be taken into consideration but will not automatically prevent your application from proceeding. If you are appointed, failing to disclose any unspent criminal conviction may lead to dismissal.

Asylum and Immigration Act 1996

National Insurance No.

A document showing your NI number, birth certificate or other proof of your entitlement to work in the UK will be required at interview. Only original documents (not copies) are acceptable.

Name and Address of Referees

Please state the names and addresses of your two referees below. One of these should be your present employer, if you have one, and / or your previous employer if you have been in your present job for less than two years or you are unemployed at present. Relatives should not be named as referees.

Referees are normally asked for references before the interview of short listed candidates.

Can we take up references at this stage?

Referee 1	YES / NO	Referee 2	YES / NO
Name		Name	
Address		Address	
Telephone No		Telephone No	

Capacity in which Known	Capacity in which known
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Please return your completed Application Form and Monitoring Form to:
 Personnel, dreamwall, Gallery 01, 53 Albert Road, Southsea, Portsmouth, PO5 2SF
 In an envelope marked PRIVATE AND CONFIDENTIAL

Acknowledgements of Applications

Receipt of applications will not normally be acknowledged but applicants wishing to receive an acknowledgement may enclose a stamped addressed envelope, when returning their application. In the interest of economy, no further communication will be sent to you unless you are called to interview.

**Equal Opportunities – Monitoring Supplement (Please tick where appropriate)
 This is for information only and is not used in the selection process**

Ethnic Origin

How would you describe your ethnic origin? (For the purpose “ethnic origin” means a person who themselves, or whose parents and / or grandparents were born within one of the groups below

a) White				b) Mixed			
British		Any other white background		White & Black Caribbean		Any other mixed background	
Irish		Please state		White & Black African		Please state	
				White Asian			
c) Asian or Asian British				d) Black or Black British			
Indian		Any other Asian background		Caribbean		Any other black background	
Pakistani		Please State		African		Please state	
Bangladeshi							
e) Chinese or other ethnic group				f) I do not wish to give this information			
Chinese		Any other					
		Please state					

Religion

None		Christian	<i>(inc Church of England, Catholic, Protestant and all other Christian denominations)</i>									
Buddhist		Hindu		Muslim		Sikh		Jewish		Other		Please State
I do not want to give this information												

How did you find out about this job?

Newspaper		Professional Journal		Word of Mouth		Other	
Please specify		Please specify		Please specify			