



# APPLICATION FORM

Post applied for:

\_\_\_\_\_

## PERSONAL DETAILS

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Previous Names used: \_\_\_\_\_ Full driving Licence held? YES/NO

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: (Home): \_\_\_\_\_ (Mobile): \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ NI No: \_\_\_\_\_

**QUALIFICATIONS AND TRAINING:** Please list all relevant education, qualifications and training you have received, listing the most recent first.

Date		Qualifications Awarding body	School/ college/ training provider
Start	End		



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Name of current or most recent employer (part time or full time) or the school/ college you most recently attended:

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

Post held (if employed):

Brief description of duties (if employed): \_\_\_\_\_  
\_\_\_\_\_

Date(s) employed from and to: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**PREVIOUS EMPLOYMENT/ VOLUNTARY WORK** Please list all relevant jobs or voluntary work. Please explain any periods not in employment. (Continue on a separate sheet if necessary).

Dates (incl. month & year)		Employer (address)	Job Title/ Duties	Reason for Leaving
Start	End			



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**HEALTH:** How many days absence from work through sickness have you had in the past twenty four months? \_\_\_\_\_

**REFEREES:** Two are required one of which should be your current or most recent employer. If the post applied for is working with children or vulnerable adults one of the references given must be from an employer where you have been employed in this capacity.

**Please note:** that references will **not** be accepted from relatives or from people writing solely in the capacity of friends.

1. Name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ email: \_\_\_\_\_

In what capacity do they know you? \_\_\_\_\_  
\_\_\_\_\_

Do you wish to be consulted before this referee is approached? YES / NO

2. Name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ email: \_\_\_\_\_

In what capacity do they know you? \_\_\_\_\_  
\_\_\_\_\_

Do you wish to be consulted before this referee is approached? YES / NO



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## PLEASE NOTE:

- The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-over's, including those regarded as 'spent', **must** be declared.
- Romsey Mill has a commitment to safeguarding and promoting the welfare of children. Under the terms of the Safeguarding Vulnerable Groups Act 2006 all employees will be required to provide evidence that they have undergone checking under the Vetting & barring Scheme (ISA) and complete an Enhanced CRB process.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues.

Have you at any time been convicted of a criminal offence or subject to any conditional discharges, bind-over's or cautions or have any hearings pending?

YES/NO

If YES, please provide details of any convictions, cautions and bind-over's recorded and attach to this application in a sealed envelope marked 'Confidential'.

**DECLARATION:** Please declare of any family or close relationship to existing employees or employers (including trustees):

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I hereby confirm that to the best of my knowledge the details given in this application form are true. Providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police.

As a prospective employee of Romsey Mill we need to collect relevant personal details from you, which are necessary for the administration of the selection process and potential employment relationship. We comply with the Data Protection Act 1998 when dealing with personal data. This means that your personal data will be processed in accordance with the law and will be kept safe and secure.

We will not share it with other organisations without your knowledge, unless we are required by law to do so. We may also use it for prevention and detection of fraud. By signing this form you are consenting to Romsey Mill processing your personal data.

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

**PLEASE RETURN to: Angie Debenham  
Romsey Mill  
Hemingford Road  
Cambridge  
CB1 3BZ**

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**SUPPORTING STATEMENT:**

You are invited to give additional information which appears relevant to this application. Such information might include skills and knowledge developed in paid employment, voluntary work and/ or leisure interests. Please also explain why you have made this application and how you meet the person specification.

(Please continue on a separate sheet if necessary).