

# APPLICATION FOR EMPLOYMENT

Applicants must complete all sections with the information required.

For photocopying purposes please use black ink / type. C.V.s will only be accepted as additional information.



**IAS**  
Imagine, Act, Succeed

Vacancy	Vacancy Ref No.
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Location(s)
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## PERSONAL DETAILS

Title	Forename	Surname
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Address
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	Postcode
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Tel No (Home)	Tel No (Mobile)	Tel No (Work)	E-mail Address
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If you are a foreign national do you have a UK work permit/right to remain	Yes	No	Unsure
Do you hold a current driving licence	Yes	No	Provisional

Where did you hear about this post?

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**REFERENCES (Please give details of two referees. The first must be your present or most recent employer.)**

### First Referee

Name		
Position		
Address		
Postcode	Tel No	
Email		
May we contact the above prior to interview	YES	NO

### Second Referee

Name		
Position		
Address		
Postcode	Tel No	
Email		
May we contact the above prior to interview	YES	NO

**EMPLOYMENT HISTORY (Begin with most recent)**

<i>Employer's Name and Address</i>	<i>Job Title and Brief Details of Responsibilities</i>	<i>Start Date</i>	<i>Leaving Date</i>	<i>Reason for Leaving</i>

**TRAINING / DEVELOPMENT / EDUCATION**

<i>Areas of Training / Development &amp; Qualifications</i>	<i>Level/Grade</i>	<i>Full Time, Part Time or Distance Learning?</i>	<i>Date Achieved</i>

**STATEMENT IN SUPPORT OF APPLICATION** (*Why are you applying for this post? What skills, interests, experience and achievements could you bring to it of particular relevance to the job description? Continue on a blank sheet if required*)

Is there any disability\*, health problem or other factor which might affect your ability to undertake this post or would otherwise require IAS to make adjustments to your workplace? Please give details

\* A person has a disability if he/she has a physical or mental impairment, which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

**DATA PROTECTION ACT 1998**

IAS Services will use the information you provide in this application pack for the purpose of processing your application and monitoring the recruitment process, and, if your application is successful, for the purpose of facilitating your employment with IAS Services. If your application is successful, IAS Services may be required to share some of the information you provide with statutory bodies including the Care Quality Commission and the Department of Work and Pensions.

The information you provide in this pack will be stored securely and will not be retained longer than necessary. Unsuccessful applications will not normally be kept for longer than a year. You have a right to access the information that IAS Services holds on you. If you would like to do this, please contact the HR department.

**DECLARATION**

I declare that the information on this Application for Employment is both accurate and truthful.

Signature	Date
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**REHABILITATION OF OFFENDERS ACT 1974**

The provisions relating to the non-disclosure of criminal convictions do not apply to certain occupations. The position for which you are applying may be included in the excepted type of employment under the Rehabilitation of Offenders Act (Exceptions) 1974 order 1975. A routine Enhanced Disclosure will be requested through the Criminal Records Bureau for all posts. Please answer the following questions, read carefully and sign the declaration below.

1. Have you ever been convicted of any criminal offence(s) currently and/or do you have any criminal charge(s) pending.

Yes	No
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Signature..... Date.....

Print Name.....

In the event of employment any failure to disclose convictions could result in dismissal or disciplinary action by IAS Services. Any information given will be completely confidential and will be considered only in relation to an application for positions where such an exception is appropriate.

**PLEASE SEND YOUR COMPLETED APPLICATION TO THE ADDRESS STATED ON THE ACCOMPANYING LETTER**