



Please complete this form and return to the contact person for the position you are applying for, as detailed on our website.

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

Position applied for:	Surname:	Title:
Where you heard or saw job advertised	Forename:	Mr/Mrs/Miss:
		Notice required to start:

Address:	National Insurance Number:
	Current driving licence: YES/NO
	Groups: Expiry Date:
	Details of any endorsements:
	Next of Kin:
Home Tel. No:	
Mobile Tel No:	
Email address:	Tel No:
	Relationship:

Are there any restrictions on you taking employment in the UK? YES/NO

**FULL-TIME EDUCATION – from the age of 11 years
(Continue on separate sheet if necessary)**

SCHOOL/COLLEGE	QUALIFICATION

FURTHER EDUCATION AND TRAINING (relevant to your application)

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SKILLS, EXPERIENCE OR OTHER QUALIFICATIONS YOU FEEL ARE PARTICULARLY RELEVANT TO THE POST

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WHY DO YOU THINK YOU WOULD ENJOY WORKING AT THE MØLLER CENTRE?

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LEISURE – PLEASE LIST ANY NON-WORK ACTIVITIES YOU ARE INVOLVED WITH, THAT SHOW IMPORTANT THINGS ABOUT YOU.

Activity:	What it says about you:

OTHER EMPLOYMENT

Please note any other employment you would continue with if you were successful in obtaining this position:

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EMPLOYMENT HISTORY – Continue on a separate sheet if necessary.

DATES		PREVIOUS EMPLOYERS (Starting with most recent)	POSITION HELD	REASON FOR LEAVING
To	From	Name and Address:	Brief outline of duties:	
				Wage/salary:
				Wage/salary:
				Wage/salary:
				Wage/salary:
				Wage/salary:

CRIMINAL RECORD

Please note any criminal convictions except those "spent" under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.

REFERENCES – Please note here the names and addresses of two persons from whom we may obtain both character and work experience references. We require a reference from your current employer, the timing to be agreed with you, and we would require a reference from a previous employer if you have not been employed in your current position for a period of 2 years or more.

REFEREE NAME, ADDRESS, CONTACT NUMBER and EMAIL ADDRESS	REFEREE NAME, ADDRESS, CONTACT NUMBER and EMAIL ADDRESS	PREVIOUS EMPLOYER IF REQUIRED
1	2	3

DECLARATION

Please read this carefully before signing this application

1. I confirm that the above information is complete and correct and that untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain permission prior to contacting your doctor).
3. To comply with the Asylum and Immigration Act 1996, successful candidates will be required to produce documentary evidence of their eligibility for employment before starting work with the Møller Centre. For our records we require sight of an original and current passport or birth certificate and National Insurance Number before commencement of employment. In some cases other information may be required.
4. A P45 form is required from all previously employed candidates as a matter of course, not just for immigration purposes. Please note All applicants must have a UK bank account.
5. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that if I fail to do so or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated without recourse to the disciplinary procedure.

The information in this form is, to the best of my knowledge, true and complete.

Applicant's signature

Date

FOR OFFICE USE ONLY		
Interview	YES/NO	Reason:
R/Letter	YES/NO	
Acceptance	YES/NO	Reason:
Offer letter	YES/NO	
Documentation checked	YES/NO	
References	YES/NO	