**Application for Employment**

**CONFIDENTIAL**

Please complete this form in black. Typed forms in Word format are preferred for access reasons.

It is important that you answer every question. The information you provide on this form is the only information we will use in deciding whether you will be invited for an interview.

CVs are not accepted.

What position are you applying for? Please state below:

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| --- | --- |
| **Surname / family name:** |  |
| **First name:** |  |
| **Address:** |  |
| **Telephone number:** |  |
| **Email:**  |  |
| **If offered the job, when would you be available to take up the post?** **Please refer to the job advert for the interview dates. Do you have any problem with this date?** **Please tell us where did you hear about this role?** |

**References**

Please give below the name and address of three referees who can tell us what they think of your ability to do this job. Two of your referees must be from your present or most recent employers. Your third referee can be another previous employer or someone who knows you well. Please don’t include relatives or purely personal friends.

|  |
| --- |
| **First referee****Name:** **Position held:** **Address:** **Telephone number:** **Email address:**  |
| **Second referee****Name:** **Position held:** **Address:** **Telephone number:** **Email address:** **Third referee****Name:** **Position held:** **Address:** **Telephone number:** **Email address:**  |

**Are there any restrictions on you taking up employment in the UK?**

Yes [ ] No [ ]

If YES please provide details of the restrictions

**Criminal convictions**

Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974? Yes [ ] No [ ]

If YES please provide details of the offence and the date of conviction.

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The role you are applying for may require additional disclosures depending on legislation and this will be advised where appropriate following interview.

**Work Experience (Paid and Unpaid)**

Please include your current and previous employment. This could include job training schemes, voluntary work, community activities, time caring, etc. Please put in date order, starting with the most recent. (Continue on a separate sheet if necessary).

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| --- | --- | --- |
| **Dates to and from** | **Name of employer / organisation** | **Job Title and Nature of work** |
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**Education and training**

Please list any education and / or training (including short courses) that you have had:

|  |  |  |
| --- | --- | --- |
| **Date Completed**  | **Education / courses / training** | **Qualifications** |
|  |  |  |

**Supporting information**

In this section we would like you to give specific information in support of your application. **Taking each point of the person specification**, demonstrate how you have all the necessary skills and abilities.

**Please use the space below to highlight any other information that you believe may support your application:**

**GDPR**

Under the new General Data Protection Regulations (GDPR), Merton CIL will process personal data about you. Our purpose for processing this information is to assess your suitability for a role you have applied for. We’ll use the contact details you give us to contact you to progress your application. We’ll use the other information you provide to assess your suitability for the role.

We do not collect more information than we need to fulfil our stated purposes and will not keep it longer than necessary. It is our policy to store data relating to recruitment procedures for 6 monthsafter the date on which it is submitted, for internal auditing purposes. The information we ask for is used to assess your suitability for employment. You don’t have to provide what we ask for but it may affect your application if you don’t.

If your application for employment is successful, this information will be stored for the duration of your employment and for 1 year post-employment.

**Declaration**

Please read this carefully before signing this application:

**I have read and understood how my data will be processed and stored. I can confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.**

Electronic signatures are accepted.

Signature

Date