



Application for Employment

Please return completed application to:

6 Graphite Square
Vauxhall Walk
London
SE11 5EE

business skills at work

Position applied for?
How did you hear of this vacancy?

Personal Details (Please write in BLOCK CAPITALS)

Title:	First names:
Surname:	Maiden name:
Present Address:	Previous Address: (If at present address less than 3 years)
Postcode:	Postcode:
Telephone no:	Mobile no:
National Insurance no:	If you do not have a National Insurance No: do you have the right to work in the UK? YES NO

At interview stage you will be required to provide documentary proof of your national insurance number or your right to work in the UK

Please list below any activities or hobbies that you participate in that you feel would be of use in this advertised role:
If your application is successful when will you be free to take up the appointment?
What holiday commitment do you have over the following 12 months?

PLEASE COMPLETE ALL SECTIONS IN FULL. IF NOT APPLICABLE PLEASE WRITE N/A OR NONE

Education; Training; Qualifications & Relevant Skills (Please provide details of schools and colleges attended since age 11 onwards)

Dates	Secondary Education	Subject & Qualifications
Dates	Further & Vocational Education	Subject & Qualifications
Dates	Higher Education & Professional Qualifications	Subject & Qualifications

Please tell us about any relevant skills you may have from any voluntary work; domestic responsibilities and spare time activities that you feel would be relevant to the advertised role

Referees (Only complete if previously self employed or a school leaver)

<p>Please provide the following information of two people whom we can contact for personal references ONLY if you were self employed in the last five years or if this is your first job since leaving school/college <i>(Please do not include family members)</i></p>	
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Relationship:	Relationship:

PLEASE COMPLETE ALL SECTIONS IN FULL. IF NOT APPLICABLE PLEASE WRITE N/A OR NONE

Employment History (Please list your past 3 employers or your last 5 years employment history, whichever is greater - If offered employment these employers will be contacted for a reference)

Dates	Name and full address of employer	Position held and reason for leaving	Salary

If there are gaps between periods of employment please explain below:

Health Record (Do not include authorised holidays)

How many days due to sickness have you incurred in the past 12 months? (If you have had more than 5 days off, please provide details below)

How many occasions have you been absent from work in the past 12 months?

Are there any adjustments that we should consider for a disability or health condition for you to fulfil this role? (If YES please provide details below)

PLEASE COMPLETE ALL SECTIONS IN FULL. IF NOT APPLICABLE PLEASE WRITE N/A OR NONE

Additional Information (Please complete fully by writing your answer or by indicating N/A)

Do you hold a current driving licence?		
Do you have your own vehicle?		
Is your driving licence endorsed? YES NO (If YES please answer the following questions)		
Convicting court code:	Date of conviction:	Penalty points:
Type of offence:	Any disqualification period:	

Additional Information continued (Please complete fully by circling the answers that applies)

Have you ever been convicted of an offence by a court of law that is not spent under the rehabilitation of offender's act 1974?	YES	NO
Have you ever accepted a formal police caution?	YES	NO
Are there any outstanding court proceedings awaiting hearing?	YES	NO
Do you have any court or county court judgements against you?	YES	NO
Have you ever been declared bankrupt?	YES	NO
If you have answered YES to any of these questions please give details below:		
Please continue on a separate sheet if required		

Declaration (Please read the following statements carefully as your signature creates a legal declaration on your part)

1. I declare that the information provided on this form is accurate and truthful and I am aware that any false statement may be just cause to invalidate this application or cause the termination of my employment at a later stage.
2. I authorise CfA to obtain references to support this application once an offer has been made and accepted.
3. I understand that any offer of employment is subject to receipt of references that prove satisfactory to CfA; successfully completing an assessment and induction period; and documentary evidence of my National Insurance number or my right to work in the UK.

Signature: _____

Date: _____