



# APPLICATION FOR EMPLOYMENT FORM

This application can be completed electronically or hand written in ink.  
In all cases the form must include your original signature in ink.

## 1. JOB ROLE

Please name the job role at MK SNAP you are applying for

## 2. PERSONAL DETAILS

SURNAME			
FORENAMES			
NATIONAL INSURANCE NO			
HOME ADDRESS			
POSTCODE			
HOME PHONE NO (Inc STD)			
WORK PHONE NO (Inc STD)			
MOBILE NO			
E-MAIL ADDRESS			
PREFERRED METHOD OF CONTACT?			
CURRENT DRIVING LICENCE?	Yes / No	DETAILS OF ANY ENDORSEMENTS	

## 3. EDUCATION HISTORY

DATES	SCHOOL / COLLEGE / UNIVERSITY	QUALIFICATIONS GAINED (Include Subject Name & Awarding Body)	GRADES / LEVEL

#### 4. OTHER RELEVANT JOB RELATED TRAINING / PROFESSIONAL QUALIFICATIONS

Please detail any other relevant professional qualifications, training courses attended, and where appropriate, certificates obtained

#### 5. EMPLOYMENT HISTORY

Please provide 7 years employment history (where appropriate) and account for any gaps in your employment history with an appropriate explanation

##### CURRENT OR LAST EMPLOYER

Employers Name		Position Held	
Employers Address		Summary of Duties	
Post Code		Date Started	
Salary		Date Left	
When available for employment?		Reason for Leaving?	

##### OTHER PREVIOUS EMPLOYMENT

Please detail the most recent first

Employers Name		Position Held	
Employers Address		Summary of Duties	
Post Code		Date Started	
Salary		Date Left	
Reason for Leaving?			

Employers Name		Position Held	
Employers Address		Summary of Duties	
Post Code		Date Started	
Salary		Date Left	
Reason for			

Leaving?	
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Employers Name		Position Held	
Employers Address		Summary of Duties	
Post Code		Date Started	
Salary		Date Left	
Reason for Leaving?			

Employers Name		Position Held	
Employers Address		Summary of Duties	
Post Code		Date Started	
Salary		Date Left	
Reason for Leaving?			

## 6. HEALTH /DISABILITY

Please specify any special arrangements / adjustments we need to put in place for you to be able to attend an interview

## 7. CRIMINAL CONVICTIONS

Please declare any relevant convictions (as relevant to the Rehabilitation of Offenders Act 1974)
I have no spent / unspent convictions – Yes / No
I have attached details of all spent / unspent criminal convictions (in a sealed envelope)
Note - MK SNAP provides care and social services to young people under 18 and adults with physical and / or mental disabilities, and therefore roles are exempted from the Rehabilitation of Offenders Act 1974

## 8. RIGHT TO WORK IN THE UK

Under the Asylum & Immigration Act 1996, MK SNAP can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Are you legally entitled to live and work in the United Kingdom, and able to produce appropriate documentation?
Yes / No

### **9. SUPPORTING STATEMENT**

**Please write a statement as to why you feel you are suitable to be considered for the role you are applying for based on the requirements of the Job Description. Please continue on a separate sheet as appropriate.**

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**10. REFERENCES**

Please provide at least two references, one of which should be from your most recent or current employer (note that references will be requested prior to any commencement of employment)

Reference 1	Reference 2

**11. DECLARATION**

I declare that the information I have provided on this application form is correct, and accept that false information, or any relevant information found to be withheld, may result in MK SNAP being unable to consider your application for employment during any point in the recruitment process. Should this come to light after appointment, your employment will be terminated with immediate effect.

I agree that should I be successful in this application, I will be required to apply for an 'enhanced' Disclosure and Barring Service (DBS) disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of MK SNAP, any offer for employment will be withdrawn immediately.

In accordance with the Independent Safeguarding Authority Vetting and Barring Scheme, you are committing a criminal offence by knowingly engaging in 'regulated' employment if you have been barred from working with children or vulnerable adults. I declare that I am not barred from working with children or vulnerable adults.

Signed .....

Name .....

Date .....

We regret that we are unable to reply to every applicant, but would like to thank you for your interest in this post. If you have not heard from us within 21 days of the advertised closing date, then your application will have been unsuccessful on this occasion

**MK SNAP operates safer staff recruitment procedures to safeguard the health, safety and welfare of children and vulnerable adults, which includes the requirement for all employees to have had an 'Enhanced' Disclosure and Barring Services (DBS) checks carried out, to the satisfaction of MK SNAP, prior to commencing employment.**

<p><b>FOR MK SNAP OFFICE USE</b></p> <p><b><u>DBS Disclosure Notification Checked</u></b></p>
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Signed.....	Name.....
Date.....	

## ANNEX 1 – EQUAL OPPORTUNITIES MONITORING INFORMATION

This page in the application form will be detached prior to the sifting of applications and the interview process. It will be used by MK SNAP for equal opportunities monitoring purposes, and to enable managers to evaluate the success of the MK SNAP Equal Opportunities Policy

### Gender

Male	
Female	

### Ethnic Origin

Asian Indian	
Asian Pakistani	
Asian Bangladeshi	
Asian Chinese	
Other Asian	
Mixed Asian	
Black Caribbean	
Black African	
Black Other	
Mixed Black	
White Irish	
White British	
White Other	
Other	

### Disability

Please indicate whether you have a disability (registered or not) which affects the type of work you can carry out.

Disabled	
Non Disabled	