



## Staff Application Form

Position applied for: .....

PERSONAL INFORMATION	
Title	Dr/Mr/Mrs/Miss/Ms/Other*
Surname	
Forenames	
Address	
Postcode	
Telephone number	
Mobile number	
Email address	

EDUCATION	
School	Qualifications gained
College/University	Qualifications gained

EMPLOYMENT HISTORY (please list in chronological order with the most recent first)			
Dates	Name and address of employer	Start/finish salary	Reason for leaving

Notice required in current post:

## GENERAL COMMENTS

Please list here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post. Continue on a separate sheet, if necessary.

### CRIMINAL RECORD

Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Do you have any convictions, cautions, reprimands or final warnings that are not protected as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2014. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Company. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

. If none, please state.

### CONFLICT OF INTEREST

Please declare any family/personal relationship with members of staff currently working within the company/ department where you are applying for employment.

Name	Name
Department	Department
Relationship	Relationship

This information will be held in the strictest confidence and will only be used to identify potential conflicts of interest. To ensure fairness, transparency and impartiality, it may be necessary to exclude applications where it is felt a significant conflict of interest could potentially have an adverse affect on the company.

### ENTITLEMENT TO WORK IN THE UK

If you are not an EU national, do you have permission to work in the UK?	Yes	No
If yes, you will need to produce evidence of your entitlement to work in the UK before taking up your post if your application is successful.		

### REFERENCES

Please supply the names and addresses of two persons – one of whom should be your present/last employer – from whom we may obtain both character and work experience references. Please note that references from your spouse or partner, or members of your family, are not acceptable, and that we may also take up reference in respect of any previous employers from those provided without further notification to you.

Name:	Name:
Address:	Address:
Email:	Email:

## Declaration

- I 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.
- I understand that any deception will render me liable to instant dismissal if discovered after my appointment.
- I hereby give my authority for the company to contact my own doctor to obtain any further information on my state of health.
- I agree that the company reserves the right to require me to undergo a medical examination in the event of my appointment.

Signed: ..... Date: .....

Please return the completed form to:

Post: Discovery Vine Ltd, 14 Dukes Meadow, Ingol, Preston, Lancashire PR2 7AR

Email: [jane@discoveryvine.co.uk](mailto:jane@discoveryvine.co.uk)

## **Data Protection Statement - GDPR**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.