Application for Employment

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| Position applied for |  |

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|  | | | | | | |
| Surname | |  | |  | Forenames |  |
| Title | |  | |
|  | | | | | | |
| Address |  | | |  | Home 🕿 |  |
| Mobile 🕿 |  |
|  | | | | | | |
| Do you have a full current UK driving licence? | | | YES/NO | | | |
| Is it free of endorsements? | | | YES/NO (If NO, give details): | | | |
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| National Insurance no: | | |  | | | |
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**Education history**

*Please list schools, colleges and universities attended since the age of 11 with relevant dates:*

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| Institution | Address | Dates From: To: | |
|  |  |  |  |

*Please list academic, professional and other qualifications with dates and grades gained (including other external relevant qualifications)*

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| --- | --- | --- |
| Subject | Grade | Date |
|  |  |  |

**Employment History**

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| --- | --- | --- | --- | --- | --- |
| Dates | Name & Address of Employer | Job Title | Duties | Rate of pay | Reasons for leaving |
|  |  |  |  |  |  |
| Notice required in current position: | | | | | |

**Rehabilitation of Offenders Act**

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| 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 and Exemptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are ‘spent’ under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be considered in deciding whether to make the appointment.  Any information will be completely confidential and will be considered only in relation to this application. |

**Health Details**

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| Please list the number of days absent during the past 12 months and the number of periods of absence. Please give further details if required. |
| **Disability**  Do you have any medical condition or disability as defined by the Disability Discrimination Act 1995? If your answer is YES please give brief details  No / Yes  Do you have any medical condition or disability which may impact on your ability to perform the duties outlined in the job role? If the answer is YES please give brief details.  No / Yes |

**Previous experience in work relevant to this post**

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| **Project Development**  *Please give an example of your experience of working or volunteering for a community project* |
| **Funding**  *Please give an example of your experience of bid writing or tell us about a significant piece of writing you have produced that you are proud of, including how you planned it.* |
| **Client Communication**  *Please give an example of when you have confidently and professionally dealt with clients or customers.* |

**Please tell us why you think you would be a good addition to the Futurekraft team.**

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**Why do you want to work for Futurekraft?**

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**References** *Please give details of two referees (one of whom should be your present/last employer and not relatives)*

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| --- | --- |
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| *Do you wish to be contacted before these references are taken up?* | |

Please note: To enable us to comply with our obligations under the Asylum and Immigration Act, you will be asked to provide written proof of your right to work in the UK before any job offer is made. You will be given details of the original document/s which are required at the appropriate time.

By submitting this form, you consent to Futurekraft using your personal information in relation to the job applied for. We will only use your details in relation to this application for employment. We will keep your details safe and will not share them with any third party. If you are unsuccessful in your application for employment we will delete your information from our records.

**Declaration** *(Please read this carefully before signing this application)*

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| 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.  Signed:  Date: |