

Hampshire Children and Families Forum

Position applied for:

Which branch/area?

1. **Please use type or block capitals**

Surname

Forename

Present address

Tel. Nos

Email address

2. Do you have access to transport

Yes/No

3. Have you had any health problems during the last three years which could affect your ability to carry out the job? Yes/No

If 'Yes' please give details

4. Please give the name, address and telephone number of two referees, one of whom should be your last/present employer. Where possible, please provide a referee who has experience of your paid or voluntary work with children.

Name

Name

Position

Position

Address

Address

Tel. No.

Tel. No.

5. Due to the nature of this work, the names of successful applicants will be referred to the Police for clearance. In accordance, you are requested to provide information and details of previous convictions and cautions, do not include those classed as 'spent'.

Positive disclosure will not necessarily preclude an applicant from employment. An offer of employment may be withdrawn or dismissal may result if criminal offences are not disclosed. Any record notified to us will be referred to you for comment.

Previous Addresses (last 5 years)

Date of birth
Place of birth

Convictions / Cautions (if appropriate)

Nature of Offence

Date

Location of Court

I certify that the information given within this application for employment form is to my best knowledge correct and I am aware that personal details supplied may be held or verified on or by computer for personnel administrative purposes and statutory returns in accordance with the Data Protection Act 1984.

Signed

Date

You will be asked at interview to provide proof of your entitlement to work in the UK. Photocopies are not acceptable.

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EMPLOYMENT HISTORY

Present Employment

Employer

Position held

Address

Date started

Notice period required

Previous Employment (include voluntary positions held, most recent employer first). Please explain any gaps in employment history.

Employer's name and address

Position held

Dates From - To

Job related training (including vocational and non-vocational courses)

Name of course

Year

Name of Training Provider

Interests, hobbies or special experience

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Please assess your experience of the various computer applications we use. Training is available should there be a gap in your experience, to tick 'none' does not disqualify you from this post.

	MS Word	MS Excel	MS Publisher	MS Outlook	MS Access
None					
Some knowledge					
Good					
Expert					

Experience: Please refer to the **job description** and give details of all **experience relevant** to the advertised post including details of any particular **skills and abilities** you have acquired. Tell us here why you think your experience makes you a suitable candidate and what your **reasons** are for applying for the post. If you have had a break from paid work it is important to include details of any **voluntary work or unpaid duties** you have performed and in particular, any positions of responsibility held. Please **continue overleaf and on a separate sheet if necessary**. **We will not accept CV's.**

Where did you see this vacancy advertised?

Completed application forms to be returned ASAP to:

HCFF, Beaconsfield House, Andover Road, Winchester, SO22 6AT.