



# Charterhouse in Southwark

COMMUNITY • DIVERSITY • OPPORTUNITY

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Website: [www.charterhouse-in-southwark.org.uk](http://www.charterhouse-in-southwark.org.uk)  
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## APPLICATION FOR EMPLOYMENT

<b>Post applied for:</b>	<b>Closing date:</b>
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<b>PERSONAL DETAILS: Please insert information within boxes provided.</b>	
Title – Mr, Mrs, Miss, Ms, Other	
Surname	
Forenames	
Full Address & include full Postcode	
Telephone Number (Home)	
Telephone Number (Mobile)	
Telephone Number (Work)	
Can we contact you at work?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Your email address	
Any other contact info – Fax, etc	
Do you require a work permit?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

**PRESENT OR MOST RECENT EMPLOYMENT:**

Name and address of employer, include as much information as you can

Start / Finish dates of this employment

Job Title of post held

Description of duties, please list duties in order of importance. Continue on another sheet if necessary.  
**Also include reason for leaving.**

Notice required

**PREVIOUS EMPLOYMENT HISTORY (please list in date order, most recent first and include any voluntary work – continue on a separate sheet if necessary. Please explain any gaps between employment.)**

Dates		Name, address, phone and type of business	Job Title	Position held and main responsibilities	Reason for leaving
From	To				

## Supporting Statement

Please provide practical examples of how you meet the requirements in the Person Specification. (*please continue on a separate sheets if necessary*)

## Continuation Sheet

Please copy this sheet for each of the remaining points in the Person Specification or for recording any other information you feel is relevant to your current or past employment.

**Relevant education / vocational qualifications / training.**

Date(s)

Qualifications Obtained and Courses Attended

**Please list any other experience / voluntary work you think is relevant.**

# REFEREES

Please give the names and addresses of two people (other than relatives, partners or friends) who we can apply to for a reference. If you have been in employment please quote your present or most recent employers. If you are UNABLE to provide an employer then please give details of a person who knows you, other than in a personal capacity. Charterhouse-in-Southwark reserves the right to take up references from any previous employers.

## Reference 1:

Name

Job title:

Organisation Name and Address, please include Postcode.

Telephone number(s):

If not an employer what is this person's connection with you?

Can we contact referee before interview? YES:  NO:

## Reference 2:

Name

Job title:

Organisation Name and Address, please include Postcode.

Telephone number(s):

If not an employer what is this person's connection with you?

Can we contact your referee before interview? YES:  NO:

## Rehabilitation of Offenders Act 1974:

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975. Applicants are not entitled to withhold information about convictions (which for other purposes are "spent" under the provisions of the Act) bind-overs, cautions or current police investigations which might lead to a conviction, bind over or caution. In the event of employment, any failure to disclose such convictions, bind-overs, cautions or police investigations could result in dismissal or disciplinary action. Any information given will be completely confidential and will only be considered in relation to posts to which the order applies. **(ALL APPLICANTS WILL BE SUBJECT TO DISCLOSURE).**

Have you ever been convicted of a criminal offence, ever been bound over or cautioned or are you currently the subject of any police investigations, which might lead to a conviction, an order binding you ever or a caution in the UK or any other country?

Yes:  No:

If yes, please give details:

### PRE EMPLOYMENT DECLARATION

I understand that any false or misleading information given in this application may render my contract of employment, if I am appointed, liable to termination.

I understand that I will be asked to provide evidence of any academic or professional qualifications listed in the application form.

I understand that this position will require a CRB disclosure form to be completed in the event of my being offered the post.

I declare that to the best of my knowledge the information submitted in my application is correct and I give my consent to Charterhouse-in-Southwark to make such reasonable enquiries as it thinks fit in respect of the information and details in this application.

Signature:

Date:

If offered the post when could you start?

Please post your completed Application Form, making sure that you use the **correct postage** to: The Personnel Manager, Charterhouse-in-Southwark, 40 Tabard Street, London SE1 4JU