



# FutureSmartCareers

## JOB APPLICATION FORM

**Position Applied for:** CAREERS ADVISER

Please complete this form and return it to Lorna Owen at [lorna.owen@futuresmartcareers.co.uk](mailto:lorna.owen@futuresmartcareers.co.uk)

All information given will be treated with the strictest confidence. Continuation sheets may be used if necessary.

### 1. PERSONAL DETAILS

|                            |                            |
|----------------------------|----------------------------|
| Surname:                   | Telephone number (Home):   |
| Forenames:                 | Telephone number (Mobile): |
| Postal Address:            | E-mail Address:            |
| Postcode:                  |                            |
| National Insurance Number: |                            |

### 2. QUALIFICATIONS

| Level<br>(e.g. Degree/GCSE) | Date | Subject | Grade attained |
|-----------------------------|------|---------|----------------|
|                             |      |         |                |

[Type here]

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

### 3. MEMBERSHIP OF PROFESSIONAL BODIES

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|--|
|  |
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### 4. EMPLOYMENT HISTORY

Please list your full job history, accounting for any periods not employed or away from work since leaving full time education. If you need more space please attach a separate sheet.

|                                                  |                                    |
|--------------------------------------------------|------------------------------------|
| <b>Name of current (or most recent) employer</b> | <b>Start date:</b>                 |
| <b>Employer's address:</b>                       | <b>Salary:</b>                     |
|                                                  | <b>Post held:</b>                  |
|                                                  | <b>Leaving date/notice period:</b> |
| <b>Telephone number:</b>                         | <b>Reason for leaving:</b>         |

|                                                    |
|----------------------------------------------------|
| <b>Please give a brief outline of your duties:</b> |
|----------------------------------------------------|

| Name of employer 2 | From<br>(MM/YY) | To<br>(MM/YY) | Salary | Reason for leaving |
|--------------------|-----------------|---------------|--------|--------------------|
|                    |                 |               |        |                    |

**Job title and main duties:**

| <b>Name of employer 3</b> | <b>From<br/>(DD/MM/</b> | <b>To<br/>(DD/MM/YY)</b> | <b>Salary</b> | <b>Reason for leaving</b> |
|---------------------------|-------------------------|--------------------------|---------------|---------------------------|
|                           |                         |                          |               |                           |

**Job title and main duties:**

| <b>Name of employer 4</b> | <b>From<br/>(DD/MM/</b> | <b>To<br/>(DD/MM/YY)</b> | <b>Salary</b> | <b>Reason for leaving</b> |
|---------------------------|-------------------------|--------------------------|---------------|---------------------------|
|                           |                         |                          |               |                           |

**Job title and main duties:**

| <b>Name of employer 5</b> | <b>From<br/>(DD/MM/</b> | <b>To<br/>(DD/MM/YY)</b> | <b>Salary</b> | <b>Reason for leaving</b> |
|---------------------------|-------------------------|--------------------------|---------------|---------------------------|
|                           |                         |                          |               |                           |

[Type here]

**Job title and main duties:**

**5. TRAINING – provide details of training courses attended and awards achieved, if appropriate:**

**6. SUITABILITY FOR THIS POSITION**

Please detail your suitability for this position stating when and where skills and experience were gained.

## 7. TRAVEL AND TRANSPORT

|                                                       |        |                                                                                        |        |
|-------------------------------------------------------|--------|----------------------------------------------------------------------------------------|--------|
| <b>Do you hold a valid/full Driving License?</b>      | Yes/NO | <b>Do you have use of a car for work purposes?</b>                                     | YES/NO |
| <b>Are you prepared to stay overnight if required</b> | YES/NO | <b>Please state how far you are prepared to travel. E.g 2 hours from home location</b> |        |

## 8. REFERENCES

Please provide details of two people who are willing to provide references for you. One should be your current/most recent employer. If you give us a character reference they should be someone who is qualified to comment on your suitability for the post you have applied for (but who are not members of your family) Please note that we will only contact your current employer once we have made you an offer of employment.

|                      |                      |
|----------------------|----------------------|
| Name:                | Name:                |
| Address:             | Address:             |
| E-mail:              | E-mail:              |
| Telephone No.:       | Telephone No.:       |
| Relationship to you: | Relationship to you: |

## 9. PROTECTION OF CHILDREN

The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all:

- convictions
- cautions
- warnings
- reprimands
- binding over or other orders
- pending prosecutions
- criminal investigations

that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

This information will be treated in full confidence and will be used only in relation to this specific application. Having convictions will not necessarily restrict you from working with us, as the assessment criteria will take into account:

- The duties and responsibilities of the position

[Type here]

- The nature and age of any conviction
- The circumstances and background leading to the offence

Failure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action.

**Do you have information relevant to the above to declare?**

Have you had an enhanced DBS check in the past two years?

Please state reference number and date of issue:

#### **10. DISABILITY AND EQUALITY ACT 2020**

This Act protects people with disabilities from unlawful discrimination. The Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application? YES/NO

If YES, please provide details:

**We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.**

**Please let us know if you need any special requirements to attend an interview:**

#### **11. Declaration**

[Type here]

I give my consent for FutureSmart Careers to process and retain on file information contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation.

The information supplied by you will be subject to verification and we may contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc.

By submitting this application form, you authorise us to verify any information you have given with third parties and you authorise them to disclose your personal information to us.

The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job offer being withdrawn or me being dismissed if appointed to the post.

Signature:

Date: