

## Application Form

**PERSONAL DETAILS**

<b>TITLE:</b>	<b>FIRST NAME:</b>	<b>SURNAME:</b>
<b>MAIDEN NAME:</b>		<b>MARITAL STATUS:</b>
<b>CURRENT ADDRESS:</b>		<b>POSTCODE:</b>
<b>TIME AT CURRENT ADDRESS:</b>	<b>EMAIL:</b>	
<b>TEL HOME:</b>	<b>MOBILE:</b>	
<b>DOB:</b>	<b>PLACE OF BIRTH:</b>	
<b>NEXT OF KIN:</b>	<b>TEL:</b>	

ARE THERE ANY RESTRICTIONS ON TAKING UP WORK IN THE UK      YES  NO

DO YOU HAVE A DRIVING LICENCE      YES  NO   
 (If YES please provide copy)

**ELIGIBILITY TO WORK** please tick

<b>UK Citizen</b> <input type="checkbox"/>	<b>EU Citizen</b> <input type="checkbox"/>	<b>Spouse Visa</b> <input type="checkbox"/>	<b>Ancestry Visa</b> <input type="checkbox"/>	<b>Student Visa</b> <input type="checkbox"/>	<b>Work Permit</b> <input type="checkbox"/>
<b>Other Citizen</b> <input type="checkbox"/> (please state)				<b>If you have a Visa please give the expiry date</b>	

**WORK PREFERENCES** please tick

<b>Location</b>		<b>Type of Work</b>	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>
<b>Preferred Hours</b>	<b>Travel Distance</b>	<b>How did you hear about Hi-Flyers</b>		

**QUALIFICATIONS / SHORT COURSES ATTENDED** (please provide copies of all relevant certs)

UNIVERSITY/COLLEGE	QUALIFICATIONS	DATE QUALIFIED

## Application Form

**EMPLOYMENT HISTORY INCLUDING ANY GAPS (Starting from the most recent first)**

COMPANY NAME	FROM (mm/yy)	TO (mm/yy)	DUTIES/EXPERIENCES	REASON FOR LEAVING

**Professional Registrations (please provide copies of all relevant certs)**

PROFESSIONAL SOCIETY	MEMBERSHIP NUMBER	EXPIRY DATE

**Skills – Please list any skills you have that you think would be suitable for the post that you are applying for**


Do you require us to make any special arrangements in order for you to participate in the recruitment process? For example, large print forms? Or additional time to complete forms? YES  NO  If yes, please give details.

## Application Form

### REFERENCES

You must provide references from your two most recent employers. Please provide an additional character referee.

All will be contacted, therefore please inform the referees of the fact that you have used their name. **Please tick to confirm you have provided references to cover the previous 5 years**

**If you are unable to provide the required references, please discuss the matter with us.**

<b>1 Current or most recent Employer</b>			
Company Name:		Contact Name	
PH:	Email	From	To
Address			

<b>2 Previous employer to the one above</b>			
Company Name:		Contact Name	
PH:	Email	From	To
Address			

<b>3 Character reference</b>			
Company Name:		Contact Name	
PH:	Email	From	To
Address			

<b>4 Any other reference</b>			
Company Name:		Contact Name	
PH:	Email	From	To
Address			

## Application Form

Please tick: -

- I declare that to the best of my knowledge and belief the information given by me in this application is true, and I understand that the above information forms the basis of my contract of employment. I understand that if any of the information supplied by me is found to be falsely declared, my contract may have been fundamentally breached and my employment may be terminated immediately. \_\_\_\_\_ (*initial*)
- I understand that I cannot be offered a post until a satisfactory response has been received with respect to my DBS Register status, and that should I subsequently be offered a post, that offer will be subject to receipt of two satisfactory references, one of which must be from my previous employer, and that confirmation of the employment will be subject to a satisfactory criminal record check from the DBS. I understand that until a satisfactory response is received from the DBS, and my employment is confirmed, I will be supervised at all times at work, and will not seek or have unsupervised access to vulnerable people. If the post I have applied for is as a Registered Nurse, my confirmation of employment will also be subject to a satisfactory search of the Nursing and Midwifery Council records and registers. \_\_\_\_\_ (*initial*)
- By my signature, I authorise the organisation to request a DBS Register check and a criminal records check from the DBS, on initial employment and at any time during my employment thereafter. I undertake to inform my employer immediately if my DBS Register status or criminal status changes at any time during my employment, such as by being charged with an offence (other than motoring offences), the administering of a warning, criminal conviction, referral to any register of barred Care workers, or withdrawal of any registration required by my employment status. \_\_\_\_\_ (*initial*)

# Application Form

## CRIMINAL CONVICTION DECLARATION

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 Exceptions 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 taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

In addition **you are required** to submit to a Criminal Records Bureau check. Any standard or enhanced disclosure made by the CRB/SCRO (or ISA checks) will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

YES  NO  If **Yes**, please give details

.....  
.....  
.....

Have you ever been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974?

YES  NO  If **YES**, please give details

.....  
.....  
.....

Have you ever been convicted of a criminal offence which is classed as spent under the Rehabilitation of Offenders Act 1974?

YES  NO  If **YES**, please give details

.....  
.....  
.....

Signed:	Dated:
Print Name:	

## Application Form

### FORM OF AUTHORITY

I ..... authorise Hi-Flyers/Executive Connect LTD to approach individuals and organisations listed below for verification of my education, employment and unemployment record, and to obtain any other information which may be pertinent to my application for employment. These may include:

- Personal Referees
- Character Referees
- Employers
- Professional advisers
- Educational Establishments
- The Department of Work and Pensions/Job Centre
- HMRC
- The Criminal Records Bureau
- Disclosure of Scotland
- Professional Bodies
- Credit referencing agencies
- Companies House

If you provide details of a referee, it is your responsibility to ensure the referee is aware that you have forwarded his/her details and is happy for you to do so. Since individuals have a right under the Data Protection Act 1998 to see their personal data, and references provided to us form part of the set of personal data, we cannot guarantee the complete confidentiality of any reference.

Please tick to give your consent to receive the following by email, text message, phone and post:

- Staff Payroll updates pension and any other staff benefits
- Job Vacancies
- Newsletters
- New Updates
- Participate in Quality Surveys by Email

You may unsubscribe from any employment or promotional information that we may send to you in any of the following ways:

- By emailing [Info@Hi-Fly.org](mailto:Info@Hi-Fly.org)

Signed:	Dated:
Print Name:	

# Application Form

## MEDIA CONSENT FORM

I hereby give my consent to be:

Interviewed YES  NO

Photographed YES  NO

Filmed YES  NO

Date: .....

Name: .....

OR

Signed on behalf of .....as their legal guardian/power of attorney.

Name: .....

Relationship: .....

Tel. No: .....

Signature: .....