

LUCY GLYN SUPPORT SERVICES LTD

STAFF APPLICATION FORM



Please return this Application form to: lucyglyn@googlemail.com
 The Manager
 9 Evesham Place
 Stratford Upon Avon
 Warwickshire
 CV37 6HT

Please complete this form in **BLACK INK** or **TYPESCRIPT**, so that if necessary it may be photocopied

APPLICATION FOR THE POST OF:	
WHERE DID YOU HEAR ABOUT THIS VACANCY?	

PERSONAL DETAILS

TITLE		
FORENAMES		
KNOWN AS (not nick name)		
SURNAME		
ADDRESS		
TELEPHONE NUMBER		
MOBILE NUMBER		
E MAIL ADDRESS		
DO YOU HOLD A FULL DRIVING LICENCE? Please delete as applicable	YES / NO	How long have you held a full driving licence?

PRESENT POST: Please give details of your current position

DATE FROM/TO	EMPLOYER	POST HELD	SALARY	FULL/PART TIME	REASON FOR CHANGE

PREVIOUS POSITIONS

Paid or unpaid, including voluntary work please list all previous employment since leaving secondary education (most recent first) including part time and voluntary work. Please explain gaps in employment or education or training history. (Please attach a continuation sheet if necessary).

DATE FROM/TO	EMPLOYER	POST HELD	SALARY	FULL/PART TIME	REASON FOR CHANGE

QUALIFICATIONS & EDUCATION

PLEASE GIVE DETAILS OF ALL NATIONALLY RECOGNISED QUALIFICATIONS INCLUDING SECONDARY EDUCATION

QUALIFICATIONS	SUBJECT	SCHOOL COLLEGE UNIVERSITY	GRADE LEVEL ACHIEVED	FULL TIME/ PART TIME	PERIOD

TRAINING COURSE

PLEASE GIVE DETAILS OF THE TRAINING YOU HAVE UNDERTAKEN TO WHICH YOU WISH TO DRAW PARTICULAR ATTENTION

TRAINING COURSE TITLE	COLLEGE OR ORGANISATION	NUMBER OF DAYS	MONTH & YEAR COMPLETED

REFEREES Please give details of two employment referees covering your employment history. One of these must include your line manager from your most recent employer.

PLEASE NOTE. We will not contact your referees until a formal offer of employment has been made and accepted.

	REFEREE 1	REFEREE 2
NAME		
POSITION		
COMPANY ADDRESS & POST CODE		
TELEPHONE		
E MAIL		

Please review the attached job attributes sheet. Are there any attributes needed that you will find difficult? If so, what reasonable workplace adaptations could be made to assist you?	Yes No	If yes please explain
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EQUAL OPPORTUNITY POLICY

Lucy Glyn aims to ensure that all job applicants are given equal consideration.

The information requested in this section of the application form will be detached prior to short listing and will not be considered during short listing for interview.

It will be kept separately and used to monitor the effectiveness of our Equal Opportunity Policy.

If you have a disability which you wish to disclose to us, please enclose a separate letter outlining the nature of your disability and what adjustments you feel may be helpful for you to carry out your duties.

Lucy Glyn aims to promote equality of opportunity for all with the right mix of talent skills and potential.

REHABILITATION OF OFFENDERS ACT

Lucy Glyn meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include detail of cautions, reprimands or final warnings, as well as convictions.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having a criminal record will not necessarily bar you from employment but this will depend on the circumstances and background of your offence(s). Disclosure information will not be used unfairly.

We follow the code of practice from the DBS which is available on request.

It is a condition of employment that all pending court cases, convictions (spent or unspent) and cautions are disclosed. Applicants with any convictions, cautions or pending court cases should provide details below including the date, continuing on a separate sheet if necessary.

Those who have no convictions or pending court cases should state here “I have no convictions/cautions or pending court cases” and sign.

Any information given will be considered only in relation to an application for positions to which the order applies. Failure to disclose such information could result in subsequent dismissal or disciplinary actions by Lucy Glyn.

I have convictions/cautions or pending court cases
Details, where applicable:

It is in your own interests to indicate any relationship to Managers of Lucy Glyn or staff at Lucy Glyn. Please give name, position and relationship.

ASYLUM AND IMMIGRATION

Under section 8 of the Asylum and Immigration Act 1986, Lucy Glyn is required to carry out checks on new employees before they start to confirm that they have a right to work in the UK. It will be necessary for the successful candidate to produce acceptable documentation for the Management to witness and photocopy. This will need to be completed before the appointment can be confirmed.

Former Names		National Insurance No.	
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Data Protection Act

The information you have provided as part of this application will be used for the purposes of recruitment and selection and will form the basis of your personnel record on appointment. Information will be used for statistical personnel reporting. The data will be stored securely and will only be used for the purposes originally intended.

I certify that the information given on this form is correct. I understand that any willful omission or falsification may lead to the disqualification of the application or dismissal if appointed to the post applied for.	
I confirm that I have read and understood the above statement	
Signed (Please print name if submitting electronically)	Date