

Staff Application Form

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| Position Applied for: |  |
| Date of Application: |  |

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| Personal Details | |
| Title (Mr/Mrs etc) |  |
| Surname |  |
| Forename(s) |  |
| Date of Birth |  |
| Address |  |
| Postcode |  |
| Telephone |  |
| Email |  |

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| Right to Work in the UK | |
| Do you require a work permit to work in the UK | Please circle: |
| *If yes, please provide a copy with this application* | |
| Please state your level of proficiency in English: |  |
| National Insurance Number |  |

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| DBS | |
| Do you have a DBS? |  |
| If yes, please give number |  |
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| Please tell us about your most recent employment (both paid and voluntary) | |
| Name of Employer |  |
| Address |  |
| Postcode |  |
| Telephone |  |
| Email |  |
| Date Started |  |
| Position held |  |
| Salary |  |
| What is your notice period? |  |
| Reason for leaving |  |
| Summary of current duties (use bullet points) |  |
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| Previous Employment |
| Please give full details of all other previous employment, starting with the most recent (paid, voluntary, work experience and placements).  Please indicate reasons for any substantial gaps in employment and full time study and continue on a separate sheet if necessary: |

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| Dates  From-To | Name and address of organization | Telephone  And contact details | Job Title and description of main duties | Reason for leaving |
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| Please tell us about any training or courses you have completed (continue on a separate sheet if necessary) | | | | |
| Dates  From-To | Name of Institute/training body | Qualification | Level | Grade |
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| Referees | |
| Please provide the names of two referees, one of whom must be your current employer and the other a previous employer or professional acquaintance. They must not be a friend or member of your family.  Please note, references will not be obtained until at least the first interview has been held. | |
| 1. Full name of referee |  |
| Job Title: |  |
| Company Name: |  |
| Address: |  |
| Telephone Number: |  |
| Email: |  |
| Relationship to self: |  |
|  |  |
| 2. Full name of Referee |  |
| Job Title: |  |
| Company Name: |  |
| Address: |  |
| Telephone Number: |  |
| Email: |  |
| Relationship to self: |  |

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| Personal Statement |
| Please give details and examples of the skills and aptitude you have relevant to this post. Details of previous employment, voluntary work, committee/club participation and relevant hobbies may be included.  Please also provide examples of how your personal qualities match our requirements. Continue on a separate sheet if necessary. |
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**Declaration**

I confirm that the information given on this form is to the best of my knowledge accurate, true and complete. I understand that any false statements may be sufficient cause for rejection if employed and summary dismissal.

Please note: If successful in securing an interview you will be asked to provide proof of your eligibility to work in the UK along with copies of relevant qualifications relevant to the post to which you are applying.

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| Signature: | Date: |
| Print Name: | |

**Criminal Record Declaration**

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| Forename(s) |  | Surname |  |
| Criminal Record Declaration  Do you have any convictions, cautions, reprimands or final warnings which are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?  If you have answered yes, please provide details about your criminal record: | | | |
| **Declaration**  I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Fruity Club. I confirm that the information given on this form is to the best of my knowledge accurate, true and complete. I understand that any false statements may be sufficient cause for rejection if employed and summary dismissal.  Signed:  Dated: | | | |