



APPLICATION FOR EMPLOYMENT



GUIDANCE FOR COMPLETION

Please complete this form clearly in black ink in your own handwriting. Please do not submit a curriculum vitae at this stage unless requested to do so in the vacancy advertisement. You must ensure that ALL sections of this form are completed FULLY, continuing on separate sheets where necessary.

Please return your completed form EMS (East Anglia) 68 Selwyn Close, Mildenhall, Suffolk, IP28 7QB

POST APPLIED FOR

Title: _____ Closing date: _____

PERSONAL DETAILS

Surname: _____ Title: _____

Forenames: _____

Address: _____

_____ Post code: _____

Maiden name: _____ Tel. no. (work): _____

Tel. no. (home): _____ Tel. no. (mobile): _____

National Insurance no: _____ e-mail address: _____

Date of Birth: _____ Do you require a work permit: Yes No

DRIVING DETAILS

Do you have a current driving license: Yes No Year passed Test:

If yes, for which classes: _____

Do you have any driving convictions (Please note that a driving conviction will not necessarily prevent you from being considered): Yes No

If yes please give details: _____

PROFESSIONAL MEMBERSHIP Provide details of any professional bodies of which you are a member. You MUST include copies of your Certificates (HPC/IHCD/EMT/NMC)

Organisation: _____

Registration no.: _____ Type of membership: _____

EMPLOYMENT HISTORY

PRESENT OR MOST RECENT EMPLOYMENT

Employer: _____

Address: _____

_____ Nature Of Business: _____

Tel. no.: _____ Notice Period: _____

Post held: _____ Reasons for leaving: _____

PREVIOUS EMPLOYMENT (over the last 10 years)

Dates (From-To)	Employer Name and Address	Post Held	Salary	Reason for Change

EDUCATION AND TRAINING

Provide details of educational/professional qualifications relevant to the job for which you are applying.

Date Obtained	Qualification e.g. GCE/GCSE/CSE	Subject e.g. English, Maths	Where studied	Grade e.g. A,B,C etc.

PERSONAL STATEMENT

You should state how you meet the job requirements detailed in the person specification including a brief description of relevant experience to date.

Your knowledge, skills or abilities may have been gained in a variety of ways e.g. work experience, spare time activities, domestic circumstances. (Continue on a spare sheet(s) if necessary)

HEALTH RECORD

Please indicate your non attendance record (exc. Annual leave) over the last 2 years.

_____ Days _____ Episodes

Reasons for above absences in as much detail as you can recollect: _____

REFEREES

Provide details of two persons who we can contact for a reference in relation to your ability to do the job for which you are applying. One reference must be your present or most recent employer.

REFEREE 1

Name: _____ Designation: _____

Organisation address: _____

_____ Postcode: _____

Tel. no. _____ Relationship: _____

May we approach this referee prior to offer you employment? Yes No

REFEREE 2

Name: _____ Designation: _____

Organisation address: _____

_____ Post code: _____

Tel. no. _____ Relationship: _____

May we approach this referee prior to interview? Yes No

CRIMINAL CONVICTIONS

You are advised that this position is exempt from the provisions of section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975. You are not entitled to withhold information about any criminal convictions which for other purposes are “spent” under the provisions of the Act.

Have you ever been convicted of a criminal offense or received a caution? Yes No

If yes, please give dates and nature of conviction / caution: _____

Should your application be successful, a Disclosure (of criminal record) will be requested.

A criminal record will not necessarily be a bar to obtaining a post.

DECLARATION

I confirm that the information I have given is true and complete. I understand that EMS reserves the right to withdraw any offer of employment or to terminate any employment already commenced if this is later found not to be the case.

Signed: _____ Date: _____