



SUPPORTING THE COMMUNITY THROUGH
ADVICE, SUPPORT & SERVICES

APPLICATION FOR EMPLOYMENT

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment.

Please complete all sections of the application form. Please do not separate any part of the form.

Where the application is successful the organisation may wish to process this information (as updated periodically) for personnel and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Act 1998.

Please also note that the organisation may approach third parties to verify the information that you have given. By signing this form you will be providing the organisation with your consent to all these uses.

On completion please return this form to:

Address: Healthy Living Centre
Walton Court Shopping Centre
Unit 1, Hannon Road
Aylesbury
Buckinghamshire
HP21 8TJ
E-mail: info@healthylivingcentre.com

PERSONAL DETAILS

Name:		
Address:		
Post Applied for:		
Contact details: (Please ✓ preferred contact detail – calls to business numbers will be made in confidence)		
	Preferred contact (please ✓)	
E-mail:		
Telephone Home:		
Telephone Work:		
Mobile:		

GENERAL

Do you hold a current clean full driving licence and have access to a vehicle? (please ✓)	Yes		No	
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Do you have any driving convictions/points (within the past 5 years) (please ✓)	Yes		No	
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If yes, please give details

Are there any special requirements that may be required to be made should you be invited for interview?

If yes, please give details:

EMPLOYMENT HISTORY (current/most recent employment)

Name and Address of Employer:

Role/Job Title:

Start Date: (Month and Year)

Current/last Salary:

End Date (if applicable):
(Month and Year)

Brief description of your key duties, responsibilities and achievements:

Please give details of all previous roles/jobs held, including part time and unpaid work in chronological order, starting with the most recent.
Please continue on a separate sheet if necessary

Name and full address of employer; nature of business	Job title(s); key responsibilities & key achievements	Start & End Dates (Month and Year)	Reason for leaving

EDUCATIONAL, TECHNICAL AND PROFESSIONAL QUALIFICATIONS

Please provide details of any awarding body or professional institute in full and include attainment level, e.g. GCSE or NVQ, specifying relevant grades and/or grade of membership. *Please continue on a separate sheet if necessary*

Year	Awarding Body and/or Professional Institute (e.g Edexcel, City and Guilds)	Qualification(s) and Grades obtained

PERSONAL DEVELOPMENT

Please include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable:

OTHER SKILLS

Languages spoken/written: (please indicate degree of competence)

Computer literacy: (please specify software and level of competence)

SUPPORTING INFORMATION

In no more than 500 words please outline your reasons for applying for this post and describe how your knowledge, skills and experiences meet the requirements of this role as detailed in the job description and person specification.

You should draw on your experiences from your current or previous roles and/or from other relevant situations (such as activities outside work).

Please continue on a separate sheet if necessary.

REFERENCES

Please indicate the names of two people who can be approached for professional references, with one being from your present/most recent employer.
Please continue on a separate sheet if necessary.

Name:	Name:
Relationship to you:	Relationship to you:
Organisation:	Organisation:
Address:	Address:
E-mail:	E-mail:
Phone no:	Phone no:
Occupation:	Occupation:
I give/do not give* permission to take up this reference in the event of an offer of employment being made. * Please delete clearly as appropriate Please sign to give authorisation to contact _____	I give/do not give* permission to take up this reference in the event of an offer of employment being made. * Please delete clearly as appropriate Please sign to give authorisation to contact _____

OTHER INFORMATION

How/where did you learn of this vacancy?			
Have you made an application to HLC in the past? <small>(please ✓)</small>	Yes		No
If yes, please give details:			
Are you currently eligible for employment in the UK? <small>(please ✓)</small>	Yes		No
Do you have any unspent convictions, cautions, reprimands or warnings? <small>(please ✓)</small>	Yes		No
If yes, please give details: (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974, as amended)			

DATA PROTECTION STATEMENT

Information provided by this application form will be used by us to assess your suitability for employment with us and for recruitment and other related HR purposes only. We will not provide this information to any third party unless required to do so by law or other regulatory purposes or with your consent. You have the right to request a copy of any information we hold on you and to have any inaccurate data corrected.

DECLARATION

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory.

Signed:

Date:

Please return your completed application form to the address/e-mail address on the front page of this form.