



FUTURE LIVING

VOLUNTEER APPLICATION FORM

POSITION APPLIED FOR :

Days available to work:

Mr/Mrs/Miss/Ms (delete as appropriate)

First Name(s)

Family Name

Address:

Postcode:

Mobile no:

Telephone no. (Home)

Email Address:

Date of Birth:

BACP student membership number:

Are there any restrictions on you taking up employment in the UK? Yes . No .

(If yes, please provide details)

EDUCATION HISTORY

PRIVATE AND CONFIDENTIAL

Schools	Qualifications gained
Colleges/Universities	Qualifications gained
Other Qualifications	

OTHER EMPLOYMENT

Please note any other employment you would continue with , if you were to be successful in obtaining this position.

EMPLOYMENT HISTORY - most recent first

(Please complete in full and use a separate sheet if necessary)

NAME AND ADDRESS OF EMPLOYER	JOB TITLE AND DUTIES	START/FINISH DATES	REASON FOR LEAVING

PRIVATE AND CONFIDENTIAL

Notice required in current post:			

REFERENCES

Please note here the names and addresses of two persons from whom the company may obtain both character and work experience references. **ONE REFEREE SHOULD BE SOMEONE YOU HAVE KNOWN FOR AT LEAST 1 YEAR, THE SECOND REFEREE SHOULD BE OF A PROFESSIONAL CAPACITY.**

1.	2.
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CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.

LEISURE

Please note here your leisure interests, sports and hobbies, other pastimes etc.

GENERAL COMMENTS

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Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification).

HEALTH DETAILS

Please specify any special arrangements needed for work associated with any impairment.

Please specify any special arrangements you will need to attend an interview.

Please list all absences from work in the past 12 months and the reasons for such absences.

Are you a smoker? Yes No Rather not say

PRIVATE AND CONFIDENTIAL

HOLIDAY - Please state any planned holiday you have within the coming 12 months:

DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and has been written by me and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that my previous employers may be approached for references. I also agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a standard or enhanced (as appropriate) disclosure. I understand that should I fail to do so, or should the disclosure or reference not be satisfactory, any offer of employment may be withdrawn or my employment terminated

Signed:

Date:

Please return this form to: Future Living Hertford
Vale House
43 Cowbridge
Hertford
SG14 1PN

info@futurelivinghertford.co.uk