



Application Form

Issue: 1
Oct 2009

PERSONAL INFORMATION

Role Applied For:

Full Name

Address

Postcode

Telephone

Mobile

QUALIFICATIONS

Please specify qualifications gained relevant to role. If successful with your application we would require copies of certificates as proof of qualifications gained.

Please confirm below; if you would be able to provide the certificate

<u>Qualification</u>	<u>Proof of Qualification (Certificate)</u>
1	Yes / No
2	Yes / No
3	Yes / No
4	Yes / No
5	Yes / No

Please give details of any additional training you have been on that is relevant to role, Please include any ongoing training.

Details:

Do you hold a full driving license?

Yes

No

Do you require assistance evacuating a building in the event of an emergency?

Yes

No

CRIMINAL RECORD DECLARATION

Note: If a conditional offer of employment is made to you, you maybe required (depending on Job role) to undertake a CRB or Basic Disclose Check

Rehabilitation of Offenders Act

Have you ever been convicted or found guilty by a Court of any offence in any country (excluding parking but including all motoring offences even where a spot fine has been administered by the Police) or have you ever been put on probation (probation orders are now called community rehabilitation orders) or absolutely/conditionally discharged or bound over after being charged with any offence or is there any action pending against you? You need not declare convictions which are "spent" under the Rehabilitation of Offenders Act (1974).

Yes

No

Details:

(If yes please give details of the offence including date and sentence)

Are there any reasons why you might be considered unsuitable for working with young people or vulnerable adults?

Yes

No

Would you agree, if asked, to undergo a CRB or Basic Disclosure Check? (Required for certain positions)

Yes

No

Do you know of anything that may affect you working in ITEC Training Solutions Ltd?

Please give details

RIGHT TO WORK IN THE UK

Are you eligible to work in the UK ?

Yes

No

Are you subject to immigration control?

Yes

No

If you have answered yes to the above please specify below.

Details

REFERENCES

*Please complete the following, confirming your employment / education history for the past 3 years.
If you have any gaps in employment / education history please specify the activity you were undertaking during this period of time (for example - Traveling / Job Seeking / Voluntary work)*

Company Name & Address	
Start Date (Month & Year)	
End Date (Month & Year)	
Job Title	

Company Name & Address	
Start Date (Month & Year)	
End Date (Month & Year)	
Job Title	

Company Name & Address	
Start Date (Month & Year)	
End Date (Month & Year)	
Job Title	

Gaps in Employment

Start Date	End Date	Reason / Activity Undertaken

Reference Consent

Any offer on employment is subject to satisfactory references. All references are dealt with in the strictest of confidence. ITEC Training Solutions will not approach a reference without your consent. I hereby give permission for the above referees to be contacted in respect of my employment history

Signature: _____

Data Protection Act: All of part of the information provided on this form may be used for the purpose of personnel administration and will be treated in accordance with ITEC Traing Solutions Ltd registration under the Data Protection Act 1998.

DECLARATION

ITEC Training Solutions Ltd reserves the right to disqualify you application or terminate your contract without notice if the information supplied is subsequently found to be false.

I certify that the information given on this form is true, accurate and complete to the best of my knowledge.

Signature _____

Print Name _____

Date _____

