**IPRS Group APPLICATION FORM**

|  |  |
| --- | --- |
| **Position Applying for** |  |
| **Application Submitted** | / / 2016 |
| **Where did you see this position advertised** |  |

**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **First Names** |  |
| **Address** |  | | |
|  |  | **Postcode** |  |
| **Email address** |  | | |
| **Principal contact Tel No** |  | **Second contact Tel No** |  |

**Entitlement to Work in the United Kingdom**

In order to conform to the Asylum and Immigration Act 1996, prospective employees are required to supply evidence of their eligibility to work in the UK.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Nationality of Passport** |  | **Can you work in the UK**  (please delete as appropriate) | Yes | No |  |
| **Type of Work Permit & Expiry Date**  (if applicable) |  | **Do you need a work permit**  (please delete as appropriate) | Yes | No |  |

**Current Employment Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer’s Name** |  | | | | |
| **Start Date** |  | | **Current Salary** | | £ Annual/Monthly |
| **Job Title** |  | | **Hours Per Week** | |  |
| **Duties / Responsibilities** |  | | | | |
| **Current Notice Period** |  | **Reason for Leaving** | |  | |

**Previous Employment Details**

Please provide your employment details for the last 10 years. (Please continue on a separate sheet if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s Name** |  | | |
| **Start Date** |  | **Leaving date** |  |
| **Job Title** |  | **Reason for Leaving** |  |
| **Duties / Responsibilities** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s Name** |  | | |
| **Start Date** |  | **Leaving date** |  |
| **Job Title** |  | **Reason for Leaving** |  |
| **Duties / Responsibilities** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s Name** |  | | |
| **Start Date** |  | **Leaving date** |  |
| **Job Title** |  | **Reason for Leaving** |  |
| **Duties / Responsibilities** |  | | |

**Education and Training** (High School, College, University, in-house and online courses etc)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date From** | **Completed** | **Institution** | **Degree / Course** | **Level / Grade** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**Criminal Convictions**

The Rehabilitation of Offenders Act 1974 requires applicants to give details of any convictions/cautions that are not spent. Failure to disclose such convictions/cautions could result in disciplinary action or dismissal.

|  |  |
| --- | --- |
| **Do you have any unspent criminal convictions or cautions?** | Yes / No |
| If yes, please provide details of the offence(s) including date(s) and sentence(s) | |

**Disclosure & Barring Services Check (DBS)**

All successful applicants must undergo a DBS check prior to commencing employment with IPRS. Should you be successful in your application would you be happy to undertake a DBS check?

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes (✓)** |  | **No (✓)** |  |

**References**

Please provide details of at least 2 references, one of which should be your current or most recent employer. These individuals will only be contacted during the latter stages of recruitment once we have asked your permission to do so.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Referee’s Name** | **Job Title** | **Address** | **E-mail Address and Tel Number** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

**Response to IPRS Vacancy Details**

Please demonstrate in the space below how you meet the requirements of the Job Description. Give examples and specific comments as appropriate. (NB. the box will expand if you require more space)

|  |
| --- |
|  |

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| --- |
| **Declaration:**  I confirm that all the information provided is correct to the best of my knowledge.  Print Name: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Signature. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . |