



DOWNING PLACE UNITED REFORMED CHURCH

APPLICATION FORM FOR EMPLOYMENT

POST APPLIED FOR: ASSISTANT CARETAKER

DEADLINE FOR APPLICATIONS: THURSDAY 30 JUNE 2022 5PM

SURNAME			
FORENAME(S)			
DATE OF BIRTH			
ADDRESS			
TELEPHONE			
EMAIL ADDRESS			
EMPLOYMENT HISTORY (please continue on a separate sheet if needed)			
From	To	Name of employer	Job title/duties

GENERAL INFORMATION (please continue on a separate sheet if needed)
(please include your reasons for applying for this role and why you would be suitable)

AVAILABILITY FOR WORK
(please state days/hours you would not be available)

AVAILABILITY FOR INTERVIEW
(please state days/hours you would not be available)

REFEREES
Please supply the names and contact details of 2 people who will be willing to provide a reference for you. One should be your current or most recent employer. References will not be sought without your permission.

REFEREE 1

Name:

Email address:

Telephone:

Relationship to you:

REFEREE 2

Name:

Email address:

Telephone:

Relationship to you:

May we contact this referee now?
YES/NO

May we contact this referee now?
YES/NO

ELIGIBILITY FOR EMPLOYMENT

Do you have the right to take up employment in the UK?
(eg you are a UK national or have the right to live and work here)

I am a UK national **YES/NO**

I am not a UK national but I have the right to work here **YES/NO**
(please give details)

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EQUALITY

If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview (this enables us to comply with our obligations under the Equality Act 2010).

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REHABILITATION OF OFFENDERS ACT 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. So that we can perform or exercise our obligations or rights under employment law, you are therefore required to disclose all and any cautions or convictions, whether spent or unspent, unless it is either a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided about criminal cautions, convictions and offences will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Do you have any unspent conditional cautions or unspent convictions under the Rehabilitation of Offenders Act 1974? If you have no such cautions or convictions, please specify “No”. If you do have any such cautions or convictions, please provide details.

YES/NO

If yes, please provide details

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Do you have any spent adult cautions (simple or conditional) or spent convictions that are not protected cautions or convictions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975? If you have no such cautions or convictions, please specify “No”. If you do have any such cautions or convictions, please provide details.

YES/NO

If yes, please provide details

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Please note that protected cautions and convictions do not need to be disclosed. Guidance about whether a conviction or caution should be disclosed can be found on GOV.UK – search “telling people about your criminal record”.]

DECLARATION

I declare that the information I have given on this application form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

Signed:

Date: