Position applied for:

**Section One: Personal Details**

|  |  |
| --- | --- |
| Title:  | First name(s):  |
| Surname:  | Middle names:  |
| Date of birth:  | Nationality:  |
| National insurance number  | Permanent address: Postcode:  |
|  |  |  |  |  |  |  |  |  |  |
| You are currently…… |  |
|[ ]  Self-employed  |  |
|[ ]  Unemployed |  |
|[ ]  Employed |  |
| [ ]  | Student | Telephone number:  |
| Earliest date available for work: asap | Mobile number |
| Do you have a driving licence:  | [ ]  Yes | [ ]  No | Email:  |

**Section Two: Employment Details** (list relevant employers from present to last in that order)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Name & address of employer | Brief details of duties with position held | Hourly wage or salary | Reason for leaving |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section Three: References** (please give names and address of two referees, past employers or professional names. Please note that friends and relatives are not acceptable)

|  |  |
| --- | --- |
| Full name:  | Full name:  |
| Address:  | Address: |
| Telephone | Telephone:  |
| Relationship to you:  | Relationship to you:  |

**Section Four: Education** (secondary education details to be completed)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Name & address of school, college or university | Examination subjects  | Examination results |
| From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section Five: Relevant Skills and Experience**

|  |
| --- |
| Please give examples of any experiences, behaviours and skills which will be beneficial to the role you are applying for. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life |
|  |

**Section Six: Convictions**

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted of a criminal offence? | [ ]  Yes | [ ]  No |
| If yes, give details:  |

**Section Seven: Disclosure & Barring Service** (you will need to have a full enhanced DBS completed with Fresh Start for employment)

|  |  |  |
| --- | --- | --- |
| Do you hold a current DBS  |  [ ]  Yes |  [x]  No |
| Are you happy for Fresh Start to undertake a full enhanced DBS  |  [ ]  Yes |  [ ]  No |

**Section Eight: General**

|  |  |  |
| --- | --- | --- |
| Are there any official restrictions on your taking up long term employment in the UK?  | [ ]  Yes | [x]  No |
| If yes, please give details:  |
| Do you require a work permit to work in the UK?  | [ ]  Yes | [x]  No |

**Section Nine: Declaration**

|  |
| --- |
| I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if engaged, termination. I also confirm that I have received, read and understood the information given.  |

|  |  |
| --- | --- |
| Signature: | Date:  |