



The Hampton Trust

Application for Employment

Private & Confidential

The aim of this application form is to provide the short listing and selection panel with information about your skills and abilities. You must ensure that your application gives clear evidence of your knowledge, skills and experience in relation to the criteria set out in the Person Specification included in the pack. Additional sheets may be attached if necessary. Please ensure that you read the questions carefully and answer them as fully as possible.

Please note that we do not accept CV's as part of our short listing process

The information provided will be used in the recruitment process and may form the basis of some personnel records for successful candidates.

Once completed please return this application form by the advertised closing date in an envelope marked "**Confidential**" and addressed to:

The Resources Manager
The Hampton Trust
Fairways House
Mount Pleasant Road
Southampton
SO14 0QB

PLEASE COMPLETE USING CAPITALS AND BLACK INK OR TYPE

Post applied for:		Job Ref:
Personal Details:		
Title	Surname	Forename(s)
Address		Telephone:
Postcode		Mobile
		Email
If you are from outside the European Economic Area, do you need a work permit for this post? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Can you provide evidence of eligibility to work within the UK under the requirements of Section 8 of the Asylum & Immigration Act 1996 (such as P45, P60, National Insurance Card, Passport)? YES <input type="checkbox"/> NO <input type="checkbox"/>		
When would you be available to start work?		

Educational & Academic Qualifications (Secondary, Further/Higher or work based): Please provide details of your education with examination results and qualifications obtained. We will request copies of relevant certificates if you are offered employment.

From	To	School/College/University	Examination course	Results/Qualifications gained

Training:

Dates	Course Title	Provider

Membership of Professional Bodies or other qualifications:

--

Work History: Please give details of all posts you have held, starting with your current post, accounting for any gaps in your employment history, please include any voluntary work undertaken. Please continue on a separate sheet if necessary.

From	To	Employer's name and address and nature of business	Job title, main responsibilities and major achievements	Final salary and reason for leaving

Experience: Please state why you believe you are a suitable candidate for this post by explaining how you meet its requirements and the experience, skills and personal qualities you have that are relevant. (Please continue on **no more than 1 additional A4** sheet if necessary and attach to your application).

References	
Please give names and addresses of two people from whom references may be sought concerning your application. One of the referees must be your current/last employer who will be asked specifically about your attendance record. No appointment will be made unless satisfactory references are received.	
1. Name: Address (inc postcode): Telephone: Email Address: Capacity known to you: May we contact this referee now? YES / NO	2. Name: Address (inc postcode): Telephone: Email Address: Capacity known to you: May we contact this referee now? YES / NO
Fair Recruitment	
To ensure a fair recruitment process we need to know if you know or are related to, any employee or Trustee of The Hampton Trust. Please note that a close relationship or interest will not necessarily bar an applicant from employment. YES <input type="checkbox"/> NO <input type="checkbox"/>	
Health	
A disability or health problem does not preclude full consideration for the job. Applications from disabled people who meet the criteria are welcome. The Disability Discrimination Act 1995 defines disability as a 'physical or mental impairment, which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities'. Based on this definition, do you consider yourself to have a disability? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, please state the nature of your disability : If you have a disability, please indicate whether you would need any particular arrangements to be made or support provided, if you were invited for interview/offered the post.	
Rehabilitation of Offenders Act 1974	
Have you ever been cautioned or convicted of a criminal offence? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please disclose details and place in a sealed envelope marked previous caution/convictions. You may still be eligible for appointment depending on the nature and circumstances of the incident(s). All applicants who are offered employment in posts involving access to children or vulnerable adults will be subject to criminal record check from the CRB before appointment is confirmed. This means that you are required to declare any convictions or cautions which may have, even if they would otherwise be regarded as "spent" under this Act, any cautions or bind-overs and any prosecutions pending against you. Failure to disclose this information could result in disciplinary action or dismissal by the Trust. Any information will be treated in complete confidence.	
Data Protection Act 1998	
Your signature on this document gives The Hampton Trust the right, under the Data Protection Act 1998, to process the information you have given, including data of a sensitive nature, for processes relating to your application for employment, which have been notified to the Offices of the Information Commissioner. Any processing of the data by The Hampton Trust will be in accordance with the Trust's Data Protection Policy and the processing principles set out. Application forms of unsuccessful candidates will be destroyed after 6 months.	
Declaration	
I declare that the information contained in this form is true and accurate. I understand that false information may lead to any offer of employment being withdrawn or my employment being terminated without notice.	
Signature	Date