

## APPLICATION FORM

**Position Applied for:** \_\_\_\_\_

**Location:** \_\_\_\_\_

### **SECTION 1: PERSONAL DETAILS**

|   |        |
|---|--------|
| Name:   | Title: |
| Address:  |        |
| <div style="display: flex; justify-content: space-between;"> <span>Telephone Number: Home:</span> <span>Mobile:</span> </div> |        |
| Email Address:  |        |

### **SECTION 2: EDUCATION HISTORY**

| SCHOOL / COLLEGE | FROM YEAR TO YEAR | SUBJECTS TAKEN | GRADES |
|------------------|-------------------|----------------|--------|
|                  |                   |                |        |

| UNIVERSITY | FROM YEAR TO YEAR | SUBJECTS TAKEN | GRADES |
|------------|-------------------|----------------|--------|
|            |                   |                |        |

**SECTION 3: EMPLOYMENT HISTORY**

Please include paid/unpaid work and explain any gaps in employment.

Present or most recent employer/organisation

| NAME AND ADDRESS | JOB TITLE AND BRIEF DETAILS OF RESPONSIBILITIES | From | To |
|------------------|---|------|----|
|                  |   |      |    |

Previous employers/organisations (Please continue on a separate sheet if necessary)

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

**SECTION 4: DRIVING DETAILS**

|   |                 |
|---|-----------------|
| Do you have a British Licence? YES <input type="checkbox"/> NO <input type="checkbox"/> |                 |
| Do you have any Endorsements? YES <input type="checkbox"/> NO <input type="checkbox"/>  | Details if YES: |

**SECTION 5: OTHER DETAILS**

|  |
|--|
| <p>Please tell us how you meet the criteria listed on the person specification for this post. Include information from both inside and outside paid/voluntary work as transferable skills, including any training undertaken with dates. Please continue on a separate sheet if necessary.</p> |
|--|

**SECTION 6: REFERENCES**

Please give two referees, one of whom should be your last or current employer.

Name:

Address:

Telephone No:

Email address:

Name:

Address:

Telephone No:

Email address:

I agree LIFE can approach my referees for a reference to confirm that any information given in relation to my application is correct. I give LIFE my consent to using my personal data for personnel management and monitoring purposes.

Please tick and sign the box below to agree to the above statement:

|  |               |             |
|--|---------------|-------------|
|  | Signed: _____ | Date: _____ |
|--|---------------|-------------|

**I CONFIRM THE INFORMATION CONTAINED IN THIS APPLICATION FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE**

**SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_**

LIFE is the trading name of LIFE 2009 which is a limited company registered in England and Wales (number 06786752) and in Scotland (number SCO41329) and a registered charity (number 1128355) whose registered office is at LIFE House, 1 Mill Street, Leamington Spa, CV31 1ES.

**CONFIDENTIAL**

**DECLARATION FROM ALL STAFF AND VOLUNTEERS WORKING WITH CHILDREN AND  
YOUNG PEOPLE**

**REHABILITATION OF OFFENDERS ACT 1974**

Because of the nature of the work for which you are applying, be it as an employee or volunteer, it is provided by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 para. 43, that none of the provisions of section 4 (2) of the 1974 Act apply in relations to questions to assess the suitability of persons for such employment. Applicants are not, therefore, entitled to withhold information about convictions, which for other purposes are spent under the provisions of the Act. Failure to disclose such convictions could result in dismissal or disciplinary action by LIFE in the event of employment. Any information given will be treated as strictly confidential and will be considered only in relation to an application for position to which the order applies.

Have you ever been convicted of a criminal offence?      Yes ☐ No ☐

If yes, please give details (offence, judgement, dates.)

Name:.....

Any surname previously known by:.....

Address:.....

.....Postcode.....

Place of  
Birth.....

Signature.....Date.....

*LIFE is a National Registered Charity No: 112835 in England & Wales, SCO41329 in Scotland*