Applicant Name: Position:

APPLICATION FOR EMPLOYMENT

The Coach House
Millbrook House Estate
Manchester Road
Hollingworth
Hyde
Cheshire
SK14 8LA
Tel: 01457 243141
www.enablingfutures.org.uk

For office use only

Application Form Received	
Queries Raised & Resolved	
Application complete	
Communication Log	

Application Form for Employment

Applying for the post of: _____

Full Time or Part Time: _____

FIRST NAME	
MIDDLE NAME(S)	
SURNAME	
ADDRESS	
DAY TIME TELEPHONE NO.	
MOBILE NO.	
EMAIL ADDRESS	

ELIGIBILITY TO WORK IN THE UK

Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If successful in the position applied, you will be asked to provide proof of your work entitlements.

Do you have an entitlement to work in the UK? Yes/No

Please confirm the date you moved to the UK if you are a non UK resident;

_____

AGE REGULATION

It is a requirement that all our staff are over the age of 18 and to comply with OFSTED Regulations, if you are applying for a position in Bespoke you must be above the age of 21.

Can you confirm that you are a minimum age of 18/21? **YES/NO**

Where did you hear about the role advertised?

_____

FAITH / RELIGION

What is your Faith/Religion?					
Buddhist		Christian		Hindu	
Jewish		Sikh		None	
Other (Please State)					

ETHNIC ORIGIN

These groups are in line with the 2001 census. I describe my ethnic origin as (please circle)

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Black, Black British, Caribbean, or African

- Caribbean
- African
- Any other Black, Black British, or Caribbean background

Mixed or multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed or multiple ethnic background

White

- English, Welsh, Scottish, Northern Irish or British
- Irish
- Gypsy or Irish Traveller
- Roma
- Any other White background

Please state if other _____ **or tick if you prefer not to say.** ☐

FULL EMPLOYMENT HISTORY

	Employer Include full address		Job Title	Hours worked	Reason for Leaving
Please list all previous employment starting with your first employer from leaving education to your most recent employer. Please include any volunteer work and *ALL GAPS MUST BE EXPLAINED.*					
1.	**Start Date: Finish Date:**	**Company Name: Company Full Address:**			
2.	**Start Date: Finish Date:**	**Company Name: Company Full Address:**			
3.	**Start Date: Finish Date:**	**Company Name: Company Full Address:**			
4.	**Start Date: Finish Date:**	**Company Name: Company Full Address:**			
5.	**Start Date: Finish Date:**	**Company Name: Company Full Address:**			
6.	**Start Date: Finish Date:**	**Company Name: Company Full Address:**			
7.	**Start Date: Finish Date:**	**Company Name: Company Full Address:**			
8.	**Start Date: Finish Date:**	**Company Name: Company Full Address:**			
9.	**Start Date: Finish Date:**	**Company Name: Company Full Address:**			
10	**Start Date: Finish Date:**	**Company Name: Company Full Address:**			

EDUCATION, TRAINING AND DEVELOPMENT (FORMAL QUALIFICATIONS)

Please offer details of formal education and qualifications, please mention any short/non qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for.

Successful applicants will be required to provide proof of qualifications.

Date you left high school:		**Date you left University (if attended):**		
QUALIFICATIONS	**GRADE**	**WHERE OBTAINED**	**START YEAR**	**END YEAR**

MEMBERSHIP OF PROFESSIONAL INSTITUTES AND SOCIETIES	
Institute	**Level & method of membership**

REFERENCES

Please provide full details of two references below, please note we cannot accept references from personal mobile numbers, personal email addresses, and we cannot accept references from family members. Please note that all references will be verified. If you are a school or college leaver, then your Headteacher or Tutor's name should be given.

CURRENT/MOST RECENT EMPLOYER

Company: **Your Job Title:**

Contact Name:

Please specify their Job Title/Position:

Address inc. Post Code:

Company Email Address (we cannot accept @gmail or @hotmail):

Company Telephone Number (we cannot accept mobile phone numbers):

Relationship to you e.g., current/previous employer:

Are you related to, or the partner of this referee?

SECOND REFERENCE

Company: **Your Job Title:**

Contact Name:

Please specify their Job Title/Position:

Address inc. Post Code:

Company Email Address (we cannot accept @gmail or @hotmail):

Company Telephone Number (we cannot accept mobile phone numbers):

Relationship to you e.g., current/previous employer:

Are you related to, or the partner of this referee?

Please complete the below:
I confirm I give permission for Enabling Futures Ltd to request both of my references once I have attended an interview and received an official offer of employment letter and accepted the post. No references will be requested until an official offer of employment has been accepted by the applicant.

Applicant signature: …… Date: ……..