

The following information will be treated with the strictest confidence.

Please complete this section in BLOCK CAPITALS.

Telephone no: 01926 658930

Email: admin@cooke-reynolds.co.uk

Website: www.cooke-reynolds.co.uk

**Application Form**

|  |  |
| --- | --- |
| Position applied for: |  |
| Title: | Surname: | Forenames: |
|  |  |  |
| Address |  |
| Postcode  |  | Date of Birth |  |
| Mobile Number |  | Email address |  |
| Country of Birth |  | Nationality |  |
| Next of Kin  | Relationship to Next of Kin  |
|  |  |
| Emergency Contact Number  |  |
| National Insurance Number  |  |
| Full Driving Licence  | YES/NO |
| Endorsements  | YES/NO |
| If you have any other endorsements please give further detail including dates  |  |
| Registration/PIN number if applicable  |  |

|  |
| --- |
| Are you involved in any activity which might limit your availability to work or your working hours e.g local government? |
| YES/NO |
| If YES, please give full details: |
| Are you subject to any restrictions or covenants with your previous employer which might restrict your working activities? |
| YES/NO |
| If YES, please give full details: |
| I offence for barred individuals to apply to work in regulated activity with children, young people or adults at risk. Are you on the barred list? |
| YES/NO |
| If offered employment, we are required to check your up to date Disclosure and Barring Service (DBS) status before you are permitted to start work. |
| Do you have DBS certificate |
| YES/NO |
| If YES, are you a current member of the Update Service? |
| YES/NO |
| If YES, please state your DBS update number  |
|  |
| If YES, do you consent to this Update Service check being made by the company? |
| YES/NO |
| Do you have any convictions, cautions, reprimands, or final warnings, as defined by the Rehabilitation of Offenders Act 1975? |
| YES/NO |
| If YES, please give full details: |

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary School |  | From | To | Examination and Results |
|  |  |  |  |  |
| College or University |  | From | To | Examination and Results |
|  |  |  |  |  |
| Further formal training |  | From | To | Examination and Results |
|  |  |  |  |  |
| Job related training courses/name of organisation  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| Have you ever worked for Cooke Reynolds before? |
| YES/NO |
| If YES, please give full details: |
| Have you applied for employment with Cooke Reynolds before? |
| YES/NO |
| How much notice are you required to give to your current employer (if applicable)? |
|  |
| Do you need a work permit to take up employment in the UK? |
| YES/NO |
| Please give details of membership of any technical or professional associations and/or registrations (e.g NMC) |
|  |
| Expiration/Renewal date/PIN number (if applicable) |
|  |
| Please list languages spoken and the level of competence: |
|  |
| Please list any IT applications or programmes you are familiar with and your level of competence: |

**Employment**

Please give details of your past employment, excluding your present or last employer stating the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer  | Dates | Position held/main duties  | Reason for leaving  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Are you currently employed and/or working for other agencies? |
| YES/NO |
| Name of present or last employer/agency: |
|  |
| Address: |
|  |
| Telephone number: |
|  |
| Nature of business: |
|  |
| Job title & brief description of duties: |
|  |
| Reasons for leaving: |
|  |
| Length of service |
| From: | To: |

**References**

Please give the names of two people (one of which must be your present or most recent employer) whom we may approach for a reference

|  |  |
| --- | --- |
| Name  | Name  |
|  |  |
| Position  | Position |
|  |  |
| Email address | Email address |
|  |  |
| Telephone number  | Telephone number  |
|  |  |

**Supplementary Information**

Please set out below any further information to support your application (e.g past achievements, future aspirations, personal strengths

**Declaration**

I declare that the information given in this form is complete and accurate.

I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the organisation, in compliance with data protection legislation and as set out in the Organisation’s Applicant Privacy Notice. I undertake to notify the Organisation immediately of any changes to the above details.

I agree to take a 12 week break from any prison/establishment I have been introduced to by Cooke Reynolds, if I swap to another agency or take on a full time position at the establishment I have been introduced to.

Given the nature of the job for which I have applied, I understand that any offer of employment will be subject to receipt of a satisfactory Disclosure and Barring Service (DBS) check.

I acknowledge that I have been given the option to receive a copy of the Organisation’s Equality, Diversity and Inclusion Policy, which includes information relating to the recruitment of ex-offenders.

**Signed:**

**PRINTED:**

**Date:**

**Source of application**

How did you hear about this vacancy?

**Right to work in the UK**

If you are successful in your application you will be required to provide evidence of your right to work in the UK.