

APPLICATION FORM

POST APPLIED FOR:

PERSONAL DETAILS

Full name:

Address (including Post Code):

Daytime Contact Number:

Alternative Contact number:

Email address:

EMPLOYMENT HISTORY

Please give details of your employment history, starting with your current or most recent employer. (Continue on a separate sheet if necessary and please include work undertaken on a voluntary basis).

Date from & to	Job Title & Salary	Brief description of duties	Reason for Leaving

QUALIFICATIONS, TRAINING & EDUCATION

Please give details of any relevant professional development training along with your formal qualifications.

Date from and to	Qualification type	Name of institution or training provider	Grade (where applicable)

REFERENCES

Please give the details of two referees, stating how long you have known them. One should be your current or most recent employer.

Name and postal address:	Name and postal address:
Email address:	Email address:
Phone number:	Phone number:
Relationship to applicant:	Relationship to applicant:
Do you consent to references being taken up following the offer of employment with Heelan Associates? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you consent to references being taken up following the offer of employment with Heelan Associates? Yes <input type="checkbox"/> No <input type="checkbox"/>

EQUAL OPPORTUNITIES

Do you require any special arrangements to be made for your interview on account of a disability?

Yes

No

If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your [interview/assessment test] and thus meet our obligations under the Equality Act 2010:

SUPPORTING STATEMENT

Please tell us why you are applying for this role, plus any relevant experience to support your application with particular reference to the job description. Full completion of this statement is crucial to further consideration of your application. (Continue on a separate sheet if necessary).



DATA PROTECTION

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

The organisation treats personal data collected during the recruitment process in accordance with its data protection policy / policy on processing special category personal data and criminal records data. Information about how your data is used and the basis for processing your data is provided in the organisation's job applicant privacy notice, a copy of which may be obtained from the HR Manager.

DECLARATION

I declare that the information given in this application is to the best of my knowledge complete and correct.

Employee's signature:

Date of completion:

Note: Any false, incomplete or misleading statements may lead to dismissal.