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**Job Application Form**

1. Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Role Applying For** | |  | |
| **Title** |  | **Full Name** |  |
|  | | **Former surname if different** |  |
| **Home Address** | |  | |
| **Postcode** | |  | |
| **Primary Phone Number** | |  | |
| **Email Address** | |  | |

|  |  |
| --- | --- |
| Do you need a work visa or sponsorship to be employed in the UK?  **(please note Gateway is not registered to help with visas or sponsorship)** | Yes/No |
| Do you hold a current driving licence? | Yes/No |
| Where did you learn of the post? | Yes/No |

1. Education and Professional Qualifications

Secondary School / College / University  
(original documents as proof of qualifications will be required at the interview)

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title** | **Secondary School / College / University** | **Date Attended** | **Duration** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Professional Qualifications currently held** | **Grade** | **Date Attended** |
|  |  |  |

|  |  |
| --- | --- |
| Are you registered with any professional body? | Yes/No |

1. Current Post

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title** |  | | | | |
| **Date Commenced** |  | **Date Ended (if applicable** | | |  |
| **Employer** |  | | **Tel** |  | |
| **Address** |  | | | | |
| **Description of Duties** |  | | | | |
| **Reason for seeking new employment** |  | | | | |
| *If applicable, the date you left* |  | | | | |
| **Notice Period** |  | | | | |

1. Previous Employment

Please give details of any previous employment:

**(Please include position held, description of duties, reason for leaving and final grade/salary)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates of Employment** | **Job Title** | **Name of Employer** | **Reason for Leaving** |
|  |  |  |  |

**Have you had any material gaps in your employment? If yes, please provide relevant details:**

1. Relevant Skills
2. Do you have an existing PVG (Disclosure)? Yes/No
3. References (One has to be the most recent/current employer)  
   If you have worked in the care sector then you must also provide a reference from this employer.

Referee 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | | | |
| **Post Title** |  | | | |
| **Company** |  | | | |
| **Address** |  | | | |
| **E-mail Address** |  | **Tel** |  | |
| **Relationship** |  | | | |
| **Please tick the box if you do not wish this referee to be approached without notifying you beforehand** | | | |  |

Referee 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | | | |
| **Post Title** |  | | | |
| **Company** |  | | | |
| **Address** |  | | | |
| **E-mail Address** |  | **Tel** |  | |
| **Relationship** |  | | | |
| **Please tick the box if you do not wish this referee to be approached without notifying you beforehand** | | | |  |

1. Declaration

By submitting this application you agree that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the GDPR Act 2018 and will be processed solely in connection with recruitment. If you are unsuccessful in this application, we will keep this form on file for 6 months should you wish to be considered for other vacancies within Gateway.

**Please note that successful applicants will be required to complete a Disclosure Scotland Application.**