



Tel: 02476 266280

Email: Info@valleyhouse.org.uk

APPLICATION FOR POST OF:

CLOSING DATE:

Please complete all sections and return to the email address above

Title: (e.g. Mr, Mrs, Miss, Ms)

First Name:

Surname:

Address:

Postcode:

Tel No. (daytime)(evening)

Email:

Do you need any support to participate in the interview (Induction loop)?

Yes No If yes, please give details:

Do you have the right to work in the UK?

Yes No

Do you have a full driving license?

Yes No

Use of a vehicle?

Yes No



REFERENCES

Please give name and address of two people who we may approach for reference. One of these must be your current / most recent employer.

1. Employer

Name:

Position:

What is your relationship to this person?

.....

Company name:

Address:

.....

.....

Postcode:

Email:

Tel:

2. Other

Name:

Position:

What is your relationship to this person?

.....

Company name:

Address:

.....

.....

Postcode:

Email:

Tel:



Please give details of other relevant training:



Employment History

Please give details of your present or most recent employment:

Name:

Address:

.....
.....

Job Title: Salary

Date of Employment:

From To

Reason for leaving:

How much notice do you need to give?

What would your earliest start date be?

Please give details of your main roles and responsibilities in your present or most recent employment:



Please give brief details of your previous employment (and/or home responsibilities, voluntary work and include periods of unemployment) since leaving full time education.

Continue on a separate sheet if necessary

Employer

Position Held

Dates & Reason For Leaving

(Include details of
duties if relevant)



**Please use this part of the application to relate to the
section headings in the person specification**

Valley House Criminal Convictions

Because of the nature of the work Valley House does, it is **exempted** from Section 4 (2) of the **Rehabilitation of Offenders Act 1974**. This means that you **MUST** tell us about any criminal convictions you have, including any which would otherwise be considered "spent" under the above Act, and any cautions or bind-over orders.

Please write down in the space below **EACH** and **EVERY** conviction that you have including details about:

- a) The type of offence,
- and b) The date when it was committed
- and c) The sentence or fine you received.

IF YOU HAVE NO CRIMINAL CONVICTIONS, PLEASE TICK THE BOX

We will treat everything you tell us as strictly confidential and will only consider it in relation to this particular application. If you have convictions, this will not mean you are automatically rejected, but it is important that you tell us about them NOW.

If we were to employ you and then discover that you had convictions which you had not told us about, you could be dismissed.

DO NOT FORGET TO SIGN THIS FORM AND RETURN IT WITH YOUR APPLICATION.

NAME:

(Please print)

SIGNATURE:

DATE:



I confirm that the information provided is completed and correct to the best of my knowledge.

Signed Date

Please return the completed application form
to: Human Resources Department
Valley House
Navigation Centre
55 - 57 Bell Green Road
Coventry
CV6 7GQ