



PLEASE RETURN TO:
STRICTLY PRIVATE & CONFIDENTIAL
Human Resources Department
Autism Sussex Ltd
Tills Courtyard, 19 High Street
Battle, East Sussex
TN33 0AE

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE IN BLOCK LETTERS IN BLACK INK, OR TYPESCRIPT
PLEASE ENSURE THAT YOU COMPLETE ALL SECTIONS AS FULLY AS POSSIBLE
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

1. Position Applied For: _____
Location: _____

2. Application for (Please ✓ as appropriate):

Full time Part time Relief

Current Notice Period to be given: _____

Have you done this kind of work before? YES/NO

Have you been employed by an agency to work for Autism Sussex within the last 6 months?
YES/NO

If yes please give details of agency:

3. Personal Details

Surname _____ **Forenames:** _____

Address: _____

Post Code: _____ **Telephone No: Home:** _____

Business: _____ **Mobile:** _____

Email Address: _____ **National Insurance Number:** _____

Do you have a full driving licence? YES/NO **Do you have use of a car? YES/NO**

4. Details of Secondary Education	From	To	Qualifications obtained, detailing subjects and grades

Education Details – Dates are required in order to identify any gaps in line with regulatory requirements.

5. Further/Higher Education	From	To	Qualifications obtained, detailing subjects and grades

6. Additional qualifications/Courses attended specifically related to this application:

(Please use a continuation sheet if required)

7. We are committed to increase the number of disabled people we employ. To support this aim, we need to know if candidates may have a disability that requires adjustments to be made to our recruitment processes.

Are there any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job?

8. Employment

Present/ Last employer: _____ **Starting Date:** _____

Address: _____ **Leaving Date:** _____

_____ **Job Title:** _____

What were you required to do: _____

Reason for leaving: _____ **Finishing Salary:** _____

Name and address of previous employers (Please use a continuation sheet if required)	Post Held	From	To

9. If offered this position do you intend to continue working for any other organisation?

10. Information in support of your Application:

Please tell us why you have applied for this job and give examples of the things you have done, or learned, that make you particularly suited for the job.

(Please use a continuation sheet if required)

11. Do you need a Work Permit to work in the UK?

YES/NO

(If yes, what is the Expiry Date): _____

**Do you have any restrictions placed upon your Work Permit?
i.e. Student Conditions: (If yes, please give details):**

YES/NO

12. References

Name and address of two professional references, which may be taken up prior to an interview, if short-listed. (One of who must be your present or most recent employer).

1. Name: _____ Job Title: _____

Organisation: _____

Address: _____

_____ Post Code: _____

Email: _____ Office Telephone no: _____

Relationship: _____

I do/ do not consent to my current employer being approached for a reference at this stage

2. Name: _____ Job Title: _____

Organisation: _____

Address: _____

_____ Post Code: _____

Email: _____ Office Telephone no: _____

Relationship: _____

I do/ do not consent to this referee being approached for a reference at this stage

13. Please state where you saw this post advertised:

I confirm that the information given on this Form is correct and complete, and that misleading statements may be sufficient for cancelling any arrangements made. I understand that I am required to complete a confidential declaration in respect to my state of health. Due to the sensitive nature of the duties the post holder may be expected to undertake, I also understand that the Declaration will include details of any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post. I understand too that an Enhanced Disclosure will be sought in the event of a successful application. If I am appointed, personal information about me may be computerised for personnel/employee administration purposes including analysis for management purposes or statutory returns.

Name:

Date:

Signature of applicant:

Note: Data Protection Act 1998

Personal data supplied on this form may be held on and/or verified by reference to information already held on computer. Your records may be kept for a period of time after the recruitment process is complete.



EQUAL OPPORTUNITIES EQUAL MONITORING FORM

Autism Sussex is committed to the principle of Equal Opportunities and strives to be an Equal Opportunity Employer. To ensure that we comply with Equal Opportunity Legislation the organisation asks that all applicants complete the details below. This information will be used solely for monitoring purposes and will be treated as confidential; it will be separated from your application upon receipt and before any consideration of candidates takes place.

Completion is entirely voluntary and is not required for consideration for employment.

Date of application: _____

Application for the post of: _____

Where did you see the post advertised: _____

I would describe my race or ethnic origin as:

- White**
- Black African**
- Black Caribbean**
- Black other: Please specify:** _____
- Indian**
- Pakistani**
- Bangladeshi**
- Chinese**
- Other Asian: please specify:** _____
- Any other race or ethnic group please specify:** _____

I am: Male: Female:

Age: _____

Date of Birth: _____

Do you consider yourself Disabled? Yes: No:

Are you registered Disabled? Yes: No:



REHABILITATION OF OFFENDERS DECLARATION

As stated on the Application Form, because of the sensitive nature of the duties the post-holder will be expected to undertake, you are required to disclose details of any criminal record. Only relevant convictions will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

Have you ever been convicted in the Courts or cautioned or been given a final warning by the Police?

YES/NO

If yes, please give details of offences, penalties and dates:

Are you aware of any Police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?

YES/NO

If yes, please give details:

Name: _____ **Signature:** _____

Date: _____

In the event that this Disclosure is found to be false any offer of employment will be terminated immediately. Any information you provide on this form will be treated as strictly confidential and retained in a secure location.