|  |  |  |  |
| --- | --- | --- | --- |
| **Integrated Management System** | | **Ref HR19** |  |
| **APPLICATION FOR EMPLOYMENT FORM** | | |
| **Version**: 7.0 | **Date**: | | Page **1** of **2** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | | | | | | | | | |
| **Position applied for:** | | | | |  | | | | | | | |
| **First Name:** | | |  | | | | | | **Last name:** | |  | |
| **Email:** | | |  | | | | | | **Phone no.:** | |  | |
| **Address:** | | |  | | | | | | | | | |
| **Where did you see this vacancy advertised?** If it was on the WRAP website, please state what directed you to our website | | | | | |  | | | | | | |
| **REFERENCES** | | | | | | | | | | | | |
| If you are offered a role, we will take up a reference from your current or most recent employer. We will need references which cover the last two years of your employment, so if you have not been with your current or most recent employer for two years, please provide details of your additional referee below (if you have more than two referees to cover the last two years of employment, please provide further details separately) **References will not be taken up without prior agreement.** | | | | | | | | | | | | |
| **REFEREE 1**  tick to confirm current/most recent employer | | | | | | | **REFEREE 2**  (if you have not been with your current/most recent employer for two years) | | | | | |
| **Name:** |  | | | | | | **Name:** | | |  | | |
| **Job Title:** |  | | | | | | **Job Title:** | | |  | | |
| **Company Name:** |  | | | | | | **Company Name:** | | |  | | |
| **Address:** |  | | | | | | **Address:** | | |  | | |
| **Phone no.:** |  | | | | | | **Phone no.:** | | |  | | |
| **Email:** |  | | | | | | **Email:** | | |  | | |
| **CURRENT / MOST RECENT EMPLOYMENT** | | | | | | | | | | | | |
| **Name of Employer:** | |  | | | | | | **Job Title:** | |  | | |
| **Current salary:** | | | |  | | | | **Notice period:** | | | |  |
| **JOB REQUIREMENTS** | | | | | | | | | | | | |
| Please describe below how you meet each of the **job essentials**, as outlined in the job description (in no more than 2 sides of A4): | | | | | | | | | | | | |
| **PERSONAL DECLARATION** | | | | | | | | | | | | |
| **Do you have any unspent criminal convictions or any cases pending against you?**  **Yes**  **No**  **If yes, please provide details below:**  Any information given will be kept confidential and will only be considered in relation to the job you are applying for. Failure to declare unspent convictions will result in the withdrawal of a job offer or, if subsequently discovered, to a disciplinary action and/or dismissal. | | | | | | | | | | | | |
| **Do you have a disability / medical condition that requires any specific arrangements for you to be able to attend an interview?**  **Yes**  **No**  **If yes, please provide details below:**  Any information given will not affect your application | | | | | | | | | | | | |
| **Have you applied to work for WRAP prior to this application? If so, please state position(s):** | | | | | | | | | | | | |
| **Are you eligible to work in the UK?** (you will be asked to provide proof of your right to work in the UK if you are shortlisted for interview)  **Yes**  **No** | | | | | | | | | | | | |
| **Do you have a driving licence?**  **Full**  **Provisional**  **None** | | | | | | | | | | | | |
| **All completed applications are handled by WRAP, a copy of our candidate privacy notice can be viewed on our website** [**www.wrap.org.uk/job-vacancies**](http://www.wrap.org.uk/job-vacancies)  **Please confirm the information contained on this form is accurate and that you have read and accept the candidate privacy notice by signing and dating below.**  **Signed: Date:** | | | | | | | | | | | | |
| **Please complete this form electronically and submit with your CV to jobs@wrap.org.uk** | | | | | | | | | | | | |