



PLEASE PRINT CLEARLY IN BLACK INK

Reference Number

- Complete this form fully
- Answer all questions honestly and truthfully
- Read the declaration and Data Protection Act consent
- Sign and date the form

Post Applied For

Where did you hear about this vacancy?

When would you be available to start?

Would you work full time? Yes No

If part time, state preferred days/hours

Are you willing to travel, if required as part of your employment? Yes No

Have you ever previously worked for us? Yes No

If yes, when and in what capacity?

Personal Details

Title Forename(s) Surname

Home Address

Postcode

Telephone (day) Telephone (Evening)

Are you generally in good health? Yes No

If No, please give general details

Do you drive? Yes No

Do you own your own vehicle? Yes No

Do you have a current clean driving licence? Yes No

If applicable, please give details of any driving offences currently under endorsement



Employment History ▶

Please list below present and past employment, beginning with your most recent. You may attach further sheets to the form if required. We will seek references only if you are short-listed or offered employment with ISIS TRAINING.

Name & Address of present or most recent Employer

Postcode

Telephone (day) Type of business

From To Notice Period

Starting wage/salary Leaving wage/salary Full/part time

Temporary or Permanent Job Title

Describe your key duties and responsibilities

Reason for leaving/wishing to leave

Name & Address of previous Employer

Postcode

Telephone (day) Type of business

From To Notice Period

Starting wage/salary Leaving wage/salary Full/part time

Temporary or Permanent Job Title

Describe your key duties and responsibilities

Reason for leaving

Please describe any other relevant work you have been involved in, e.g. voluntary, freelance, project work, etc.

Dates/Duration Description

Table with 2 columns: Dates/Duration, Description



Skills, Qualifications and Experience ▶ (please use a separate sheet if necessary)

Outline your particular skills, qualifications and experience gained in previous positions, or in activities outside of work that you feel are relevant to the post for which you are applying. If you feel it would be useful to attach a pre-prepared CV, please do so.

Reasons for Application ▶

Please set out below the main reasons for your application for this post and what you believe you would bring to it

Any Other Relevant Information ▶

Please give any further information which you think may assist us in considering your application. As your work with ISIS TRAINING would bring you into contact with young people and/or vulnerable adults, it is essential that you declare any information which may influence our decision to offer you employment.



References ▶

Please provide details of two referees (not relatives), preferably previous employers whom we may contact with regard to your application. Please note, we will always take up references if we are considering offering you employment.

Name	<input type="text"/>	Name	<input type="text"/>
Occupation	<input type="text"/>	Occupation	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Capacity known to you	<input type="text"/>	Capacity known to you	<input type="text"/>
Have you any objection to these references being obtained prior to interview?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>

Declaration ▶

I declare to the best of my knowledge and belief, the details I have given on this form are correct.

I understand that ISIS TRAINING has the right to check on any experience, achievements, qualifications and skills claimed by me on this form or at interview and agree that such checks may be made by ISIS TRAINING.

I understand that any offer of employment will be subject to receipt of satisfactory references, a probationary period and (if required) a satisfactory medical report.

Data Protection Act 1998 ▶

I understand that ISIS TRAINING needs to collect and use certain types of information about employees, in order to operate its business and to fulfil its legal obligations under the Data Protection Act 1998 and that the information I have provided on this application form will be used during the recruitment process and, if I am appointed, will be used as part of my personnel records.

I consent to ISIS TRAINING holding such information on file only for as long as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) it in accordance with the eight Data protection Principles and the other requirements of the Act and any other procedures laid down by the Company for this purpose from time to time.

I understand that ISIS TRAINING will take all reasonable precautions at all times to guard information against any unauthorised access and use.

Signed Date