



Application Form

Position Applied for:

Full time:

Part time:

Bank (hours not guaranteed):

Student visa (20 hours max):

Title:

Forename(s):

Surname:

Date of birth

Address:

Email:

Tel (Home)

Tel (Mobile)

Nationality:

Country of birth:

National Insurance Number:

Do you have the right to work in the UK (Yes/No)?

If you have a works VISA please specify which:

Have you previously applied to Jigsaw (Yes/No)?

Please note it is a condition of your employment that you are able to drive in the UK and have daily access to a car and business insurance for work purposes.

Do you hold a full UK driving licence (Yes/No)?

Do you have a clean licence (Yes/No)?

If no, please specify how many points you have and for what reason:

Do you have a car you are prepared to use for work (Yes/No)?

Do you have business insurance (Yes/No)?

Education History

Please list latest course first:

<u>School/College/Uni</u>	<u>Date started/finished</u>	<u>Qualifications</u>

Please continue on a blank page if necessary.

Other relevant Training

Please specify below:

Are you prepared to undertake training relevant to your job role (Yes/No)?

Employment History

Details must cover ALL employment history since leaving school / college and list any gaps – continue on a separate sheet if necessary. Applicants not providing this information will not be considered - the application form will be sent back to you to complete. Please note we will contact your last two employers for a reference.

Job One (Current place of work):

Address:

Contact Number:

Email address:

Job Title:

Duties:

Dates of employment:

From/To:

Salary:

Starting:

Finishing:

Reason for leaving:

Job Two:

Address:

Contact Number:

Email address:

Job Title:

Duties:

Dates of employment:

From/To:

Salary:

Starting:

Finishing:

Reason for leaving:

Job Three:

Address:

Contact Number:

Email address:

Job Title:

Duties:

Dates of employment:

From/To:

Salary:

Starting:

Finishing:

Reason for leaving:

Job Four:

Address:

Contact Number:

Email address:

Job Title:

Duties:

Dates of employment:

From/To:

Salary:

Starting:

Finishing:

Reason for leaving:

Please continue on a separate page if necessary.

Character References:

Please provide details of two people we can contact for a character reference. This can be anyone except a family member e.g. a college tutor.

Person One:

Address:

Contact Number:

Email address:

Person Two:

Address:

Contact Number:

Email address:

Supporting Evidence

Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post. (Continue on back page if necessary).

Rehabilitation of Offenders Act

This form **MUST** be completed and signed:

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act (1974) (Exceptions) Order 1975.

Applicants are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will only be considered in relation to an application for positions to which the Order applies.

Have you ever been convicted of a criminal offence (Yes No)?

If yes, please set out the full details of the conviction(s) including date(s):

Declaration

(a) I declare that the statement of previous convictions and cautions given above are accurate and complete.

(b) I hereby give permission to Jigsaw to initiate a police check on any convictions and cautions that may be recorded against me on the understanding that a check will not be made unless I am finally selected for appointment to this post.

(c) I confirm that should I be offered and accept employment by Jigsaw I would notify them of any subsequent convictions or cautions or of any cases pending.

Signed:

Date:

Name (in block capitals):

Declaration

To the best of my knowledge the information provided in this document is true and accurate.

Signed:

Date:

Name (Print):