



RELIABLE RECRUITMENT

29 Chipping Vale
Emerson Valley
Milton Keynes I MK4 2JW
Phone: 0330 133 0645
info@reliablerecruitment.co.uk
www.reliablerecruitment.co.uk

Application Form

SECTION 1 – PERSONAL DETAILS

Please complete this section in block capitals.

1.1 PERSONAL DETAILS

Title:	Last Name:	First Name:
Email:		
Tel No. (including area code):		
Mobile No.:		
Address:		Post Code:

Previous Name (if applicable):
DOB (dd/mm/yyyy):
Place of Birth:
N.I. No.:

1.2 EMERGENCY CONTACT (NEXT OF KIN)

Full Name:
Mobile No.:
Relation:



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1.3 OTHER DETAILS

Do you own a car? Yes No No, but I have a driver's licence

We are required to check the work permit status of all potential employees:

Do you require a work permit to work in the UK? Yes No

SECTION 2 – EDUCATION HISTORY

Please give full details, with dates, of professional/clinical/vocational/industrial training or qualifications you feel are relevant to the job/s for which you are applying.

Name of School/College/University	Dates	Qualification Gained	Grade/Mark	Certificate Available? (Yes/No)

SECTION 3 – EMPLOYMENT HISTORY



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Please give full details in date order, with most recent employment first.

Name & Address of Employer	Position Held & Duties Performed	Date From	Date To	Reason for Leaving

SECTION 4 – RELEVANT EXPERIENCE



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Please use this section to state how your skills, experience and training would enable you to meet the requirements of the role for which you are applying.

SECTION 5 – REFERENCES



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Please provide details of professional references, one of whom must be your most recent employer.

Please note that we will only contact your referee and request information if you are offered an interview.

REFERENCE 1

Full Name:	
Company Name:	
Address:	
	Post Code:
Email:	
Tel No.:	
Relationship to You:	
Can referee be contacted prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCE 2

Full Name:	
Company Name:	
Address:	
	Post Code:
Email:	
Tel No.:	
Relationship to You:	
Can referee be contacted prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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Section 6 – REHABILITATION OF OFFENDERS ACT 1974

Because of the nature of the work for which you are applying, this position is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974 (ROA 1974), per Schedule 1 of the Exceptions Order 1975.

Applicants are therefore not entitled to withhold information about convictions that are “spent” under ROA 1974, and in the event of employment, failure to disclose such convictions could result in disciplinary action on behalf of RELIABLE RECRUITMENT LTD.

In accordance with Department of Health guidance on the protection of children, (DOH circular 88/9) all applicants appointed to the posts involving substantial access to children will automatically be subject to a police records check.

Do you agree that such checks may be made concerning you if required?

Yes No

Have you ever been convicted of a criminal offence, or been made subject to any Order—civil or criminal—made by a Court of Law, involving offences against any person, children, or the handling of money?

Yes No

If yes, please give details on a separate sheet and submit it with your completed Application Form.

Any information will be dealt with in a confidential manner and will only be considered in relation to an application for a position to which the Order applies. Disclosure of information will not automatically exclude you from registration with RELIABLE RECRUITMENT LTD.



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Section 7 – CONFIRMATION

Please check that you have enclosed **COPIES** of the following documents when submitting your application form:

- | | |
|--|--|
| <input type="checkbox"/> Qualification Certificate(s) | <input type="checkbox"/> Proof of N.I. No. |
| <input type="checkbox"/> ID (passport/driving licence) | <input type="checkbox"/> Utility Bills |
| <input type="checkbox"/> 2 Passport Photos | <input type="checkbox"/> P45 or P60 |

Signature _____ Date _____

Once completed, please send this Application Form, along with copies of the relevant documents, to info@reliablerecruitment.co.uk