



# TREASURE KEEPERS

## APPLICATION FORM FOR EXTERNAL APPLICANTS

Please attach a copy of your current CV. Please use additional sheets of paper to provide more information where required. Please be clear on the question on this form that you are providing further information for.

### Personal information (confidential)

<b>Application for employment</b>			
Return this form to:		Ref No:	
Position applied for:			
<b>Personal details</b>			
Title:			
Name:			
Address:			
Email:			
Telephone (landline):			
Telephone (mobile):			
Mobile:			
National Insurance No:			
Do you hold a current driving licence?			
	Yes	No	
Groups:			
Expiry date:			
Details of endorsements (if none, please insert "N/A")			
Do you have a current right to work in the UK?			
	Yes	No	
If no, please provide details.			

**Education and Qualifications**

Qualifications that you hold which are relevant to the post:

Schools/Colleges/University	Qualification gained	Start and End Date
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Other qualifications:

Schools/Colleges/University	Qualification gained	Start and End Date
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**Employment history**

Details of Current Employer	Job title and relevant experience to the role applied for	Reason you are looking to leave current employment
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Name and address of employer(s)	Job title and relevant experience to the role applied for	Date of departure and reason for leaving
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**Personal development**

Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:

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**Please provide an experience and skills personal statement, to indicate how you satisfy the criteria outlined in the job description (please use a separate sheet of paper if necessary):**

**Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:**

**Please note here any other employment that you would continue with if you were to be successful in obtaining this role:**

**Please note here any membership you hold of professional bodies, including grade of membership or other relevant details:**

**As the role you are applying for may be based from home from time to time, please outline the set up and arrangements you have/will put in place for working from home, with the importance of strict confidentiality and Data Protection in mind:**

**Criminal record**

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state.

**References**

Please note here the names, company name (if applicable) and addresses of two persons from whom we may obtain both work and character references (we will notify you before contacting referees)

1.

2.

**Data protection statement**

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on request from Treasure Keepers.

**Declaration**

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

**Signed:****Name:****Date:**