

**Application Form**
**PART 1 - STATEMENT**

- I certify that, to the best of my knowledge, all the statements made below are true and accurate and, in particular, that I have not omitted any facts which may have a bearing on my application.
- I give explicit consent that the information given on this form may be retained in conjunction with my personal file. I understand it is Diagrama policy to destroy personal files 5 years after an employees leaving date and to normally destroy vetting information 6 months from date of approval or rejection of employment
- Diagrama may take steps to verify the information that I have provided by contacting referees and checking professional registers.
- I am aware that providing false information could result in my application being rejected or may lead to summary dismissal if I am selected for a position within Diagrama. If I am registered with any professional body Diagrama will inform them that I have provided false information on my application form.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART 2 - PERSONAL DETAILS**

Position applied for:							
Where did you see this post advertised:							
Title:		Forenames:		Surname:			
Current Address:			Previous addresses (past 5 years):		From (mm/yy):	To (mm/yy):	
			Date from:				
Place of Birth:				National Insurance Number:			
Daytime Number:				Evening Number:			
Email Address:							
Do you hold a full, current driving licence?				YES		NO	

**Application Form**
**PART 3 - PRESENT OR MOST RECENT EMPLOYER**

Present or most recent employer:			
Address:			
Post Code:			
Telephone:		Salary:	£
Position held:		Full Time/Part Time:	
Date started:		Notice Period/Leaving Date:	

Key responsibilities of post and main achievements:

Reason for leaving/Wishing to Leave:

**Application Form**
**PART 4 – FULL EMPLOYMENT HISTORY (including any self employment, voluntary work, periods of training/education and accounting for any gaps in employment history – please provide explanations for any employment gaps)**

Name & Address of Employer:	Start Date:	End Date:	Job Title & Main Duties:	Reason for Leaving:
Name:  Address:				
Name:  Address:				
Name:  Address:				
Name:  Address:				
Name:  Address:				
Name:  Address:				

(If necessary please continue on a separate sheet of paper)

**Application Form**

**PART 5 - REFERENCES – We will seek 3 references at the short listing stage. Diagrama reserves the right to contact any previous employer to verify information regarding your employment to ensure the safeguarding of the young people in our care.**

	<b>Most Recent Employer:</b>		<b>Previous Employer:</b>	<b>Previous employer:</b>
Referees Name:				
Referees Job Title:				
Dates Covered:				
Business Name and Address:				
Postcode:				
Telephone:				
Business E-Mail:				
Contact:	YES	NO		

**PART 6 - SCHOOL EDUCATION**

<b>Qualifications/Level</b>	<b>Subject</b>	<b>Grade</b>	<b>Year</b>

**PART 7 - FURTHER EDUCATION**

<b>University or College</b>	<b>Degree or Qualification</b>	<b>Start Date</b>	<b>End Date</b>

(If necessary please continue on a separate sheet of paper)

**PART 8 - MEMBERSHIP/REGISTRATION OF PROFESSIONAL BODIES**

Professional Body	Registration No.	Conditions Affecting Registration	Year Gained	Expiry Date

Please give details of any former registration with any professional bodies:

Professional Body	Registration No	Conditions Affecting Registration	Year Gained	Expiry Date	Reasons for ceasing to be registered

**PART 9 – ADDITIONAL INFORMATION**

Please provide a written statement detailing your knowledge, skills and attitude in support of your application and why you want to work in this role:

(If necessary please continue on a separate sheet of paper)