# Blyth Star - Banner Logo

# APPLICATION FOR EMPLOYMENT

Feel free to use continuation sheets if necessary.

Please complete in black ink.

All information provided will be treated in strictest confidence.

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| Position Applied For: |
| Notice required to be given to current employer: |

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| Personal Data |
| Surname (or family name):  Initials of Forename(s): |
| Address (including postcode): |
| Telephone Numbers  (mobile):  (home): |
| (work):    May we contact you at work? *Yes/No* |
| Car Owner? *Yes/No*  Current UK driving licence? *Yes/No*  Endorsements (If so, please list)?: |
| Leisure Time Activities/Interests?: |
| Have you ever previously worked for Blyth Star? *Yes/No* |
| Have you ever previously applied for a position with Blyth Star? *Yes/No* |
| Do you know anyone presently employed with Blyth Star? *Yes/No* |
| If ‘Yes’ to any of the preceding, please provide relevant details: |

**Blyth Star Enterprises is a Disability Confident Employer.**

**A disabled applicant meeting the minimum criteria for the job will be given the opportunity to demonstrate their abilities at interview.**

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**Employment Record**

1. Start with present or most recent position and work backwards through your career. Indicate reasons for any gaps in employment.
2. Under ‘salary’, detail separately (if applicable) any other benefits.

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| **Dates of Employment - From/To** |  |
| **Employer’s Name, Address & Nature of Business** |  |
| **Position(s) Held** |  |
| **Responsibilities/Activities (please give details)** |  |
| **Current/Final Salary** |  |
| **Reason for Leaving** |  |

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**Employment Record (Continued)**

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#### Education and Training

Please list in chronological order, Schools, Colleges, Universities and other places of Education and Training you have attended since the age of 11. Details of any significant courses taken should be included.

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| School/College/University/  Other Body  (Name/Location) | Date  from | Date  to | Details of qualifications gained  (state subjects/grades as appropriate) |
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| **Other Relevant Skills Information** (include membership of professional bodies) |

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| **Further Information** |
| Please set out relevant details of your experience and suitability for the position. Highlight your main strengths and personal aims. |

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| **Have you ever been dismissed from any previous employment?** *Yes/No* |
| **If ‘Yes’, please give details.** |

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| **Why are you considering a change of employment now?** |

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| **Please detail any holiday commitments:** |

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| **References** (2 required. One should be from your current or most recent employer). Please state occupation/ role / relationship to you and full address including postcode and telephone number of both referees. |
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**Criminal Convictions** (including motoring offences)

The post for which you are applying is exempt from the provision of the Rehabilitation of Offenders Act (1974) and you are required to tell us of any criminal convictions you have had. A criminal record will not necessarily be a bar to obtaining a position. A Disclosure from the Disclosure & Barring Service will be requested in the event that you are offered a position. In the event of employment, any failure to inform us of such convictions could result in dismissal or disciplinary action by the Authority.

Have you ever been convicted of any criminal offence? *YES/NO*

If ‘Yes’, please give details on a separate sheet and attach it to this application form.

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| **Declaration** |
| I certify that the above particulars are correct and can be treated as part of any subsequent contract of employment. I understand that my application may be rejected and/or that I may be dismissed if I have given false information or withheld relevant details.  Signed:  Date: |

**Please return your completed application form to:**

**Brandon Hedley, Admin Department, Blyth Star Enterprises Limited**

**c/o The Old Chandlery, 30 Ridley Street, Blyth, Northumberland, NE24 3AG**

**or email the application to b.hedley@blythstar.org.uk.**