



Application for Employment 2019

The Vindolanda Charitable Trust

Please carefully read this form and answer all the applicable questions honestly and truthfully. Afterwards read the declaration and Consent under the Data Protection Act at the end of the form and sign and date it. You must complete all sections of the form and may attach a CV (optional).

Return the completed for to: colingalloway@vindolanda.com or to Colin Galloway at the above postal address.

Post applied for:

Applicant's details

Full name:

Home address:

Email Address

Home telephone number:

Mobile telephone number:

National Insurance Number:

Driving licence

Do you have a driving licence: Yes/No Private car/Commercial

If Commercial, give class of vehicle:

Do you have any penalty points on your driving licence: Yes/No

If "Yes", please give details:

Criminal convictions

Do you have criminal convictions that have occurred during the past 5 years?
Yes/No

If "Yes" give details:
.....
.....
.....
.....
.....
.....

(Note: You do not have to disclose any offence which is a spent offence under the Rehabilitation of Offenders Act 1974) [*delete if the post is one exempt from the terms of the 1974 Act*]

Have you at any time been convicted of a crime that has resulted in a prison sentence? Yes/No

If "Yes" give details:
.....
.....
.....
.....
.....
.....

(Note: You do not have to disclose any offence which is a spent offence under the Rehabilitation of Offenders Act 1974) [*delete if the post is one exempt from the terms of the 1974 Act*]

Eligibility to work in the UK

Are you legally eligible to live and work in the UK in accordance with the Asylum and Immigration Act 1996?: Yes/No

NOTE: *Before any contract of employment can be offered to anyone subject to immigration control we are required to check and copy certain documents under Section 8 of the Asylum and Immigration Act 1996 as amended.*

Availability for work

If currently employed, how much notice will you have to give you current employer?:
.....
.....
.....

Is there any other reason why you would not be able to start work on the required date if you were offered the job you have applied for?: Yes/No

Employment History

Are you currently employed: Yes/No

If "No" please state why not:
.....
.....
.....
.....
.....
.....

Have you ever been dismissed by an employer? : Yes/No

If "Yes" give details, including the reasons given for your dismissal:
.....
.....
.....
.....
.....
.....
.....

Your current or last employer:

Name of company:
Address:
.....
.....
.....

Telephone number:
Job title:
Describe your main duties and responsibilities:
.....
.....
.....
.....
.....

Rate of pay:
Reason for leaving or wanting to leave:
.....
.....
.....
.....

Other information relevant to your employment history:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Do you have any part time or evening jobs which you intend to continue:
Yes No

If "Yes" give details:
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

References: Referees will be contacted if you are shortlisted – please check to ensure that your referees are able and willing to respond.

Please give details of two people we can contact who are willing to give you a reference and who are not related to you (One being your current or most recent employer):

(1) Name:
Address:
.....
.....
.....
.....
.....

Telephone number:
Occupation:

(2) Name:
Address:
.....
.....
.....
.....
.....

Telephone number:
Occupation:

