** Pepper pot Day Centre**

1a Thorpe Close

Ladbroke Grove

London W10 5XL

<Tel:0208> 9686940

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| **APPLICATION FOR EMPLOYMENT** |

**PRIVATE &CONFIDENTIAL**

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| **POSITION APPLIED FOR: *Office Administrative Staff* JOB REF NO: 202a**  **(Please write your daily, clearly in capital letters )** | |
| **Surname:** | **Forename:** |
| **Full Address:**  **Full Postcode:** |  |
| **Tel No:** | **Mobile No:** |
| **Email address:** |  |
| **Date of Birth:** | **National Insurance No:** |
| **Current Driving License: Yes No**  **(Please circle one)**  **Expiry Date:** |  |
| **Asylum and Immigration Act 1996 – Before you commence working you must provide evidence to demonstrate your right to work in the United Kingdom.**  **Are there any restrictions on you taking up employment in the UK?**  **Yes: (please give details)**  **No:**  **Applicants should note that failure to declare any restrictions or the need for a work permit could lead to termination of service.** |  |

**EDUCATION Please give details of any education or training you have received which is relevant to the job you are applying for (Continue on a separate sheet if necessary). Please complete in full)**

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| **School/ College /University: Qualification Achieved:** |

**EMPLOYMENT (continue on a separate sheet if necessary, please complete in full).**

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| **From-To** | **Employers Name** | **Job Title** | **Main Duties** | **Reasons for leaving** |
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**RELEVANT KNOWLEDGE, EXPERIENCE and SKILLS**

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| **Please tell us how your knowledge, experience and skills meet the job requirements described in the person specification. Address each of the points in order, and give clear examples of how your experience, skills and abilities meet the required criteria. If necessary, please continue on a separate page(s) marked with your name** |

**INTERVIEW ADJUSTMENTS**

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| **Please specify any reasonable adjustments you would like us to make in the event you are asked to attend an interview.** |

**REFERENCES**

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| **Please write the names and addresses of two people from whom we may obtain references, one of whom must be present/last employer.**  **Please note: The Trust reserves the right to seek references from any previous employer/school/college or university and may take up more than two references, With Safeguarding, roles involving work with vulnerable groups, references may be taken up prior to interview.** | |
| Name and title  Full address  Telephone number  Email | Name and title  Full address  Telephone number  Email |

**CRIMINAL RECORD**

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| **Please inform us of any criminal convictions except those spent under the Rehabilitation of offenders Act1974. Those appointed to work with children or vulnerable adults will also be subject to a clearance report from the Criminal Records Bureau. Having a criminal record will not necessarily prevent your employment.** |

**RETURN ADDRESS**

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| **Please return your completed application form to:**  Ernest Lewis  Pepperpot Centre  1a Thorpe Close  London W10 5XL  or  Email: reception@pepperpotcentre.org.uk  **If you have not heard from us within one weeks of the closing date you may assume that you have not been shortlisted.** |

**DECLARATION (Please read the following carefully before signing this application)**

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| **I declare that the information given on this form is correct to the best of my knowledge and belief and I understand that any false statement on this form is an offence and could result in my application not being taken any further. I confirm that any untrue or misleading information will give my employer the right to terminate any employment contract offered. I agree that the information I give you in connection with this application for employment may be stored and processed as part of our HR practices and management**  **Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |