

Confidential Application for Employment

Please complete the form as fully as possible, using black ink. You may also complete the application online and return by email to the relevant address. Use additional sheets of paper if required.

Section 1 – Personal Details

Surname:	Forename(s):
Address:	Telephone: Day: _____ Mobile: _____ Evening: _____
Post Code:	Email Address: _____

Section 2 – Employment Details

Position applied for:	Please state which centres would you be willing to work at? (Birmingham, Sunnyside, or Both)
If you are in current employment what notice period are you required to provide?	
Do you need a work permit to work in the UK Yes <input type="checkbox"/> No <input type="checkbox"/>	
In which publication/online site did you see the advertisement for this post?	
Have you applied to Birmingham Dogs' Home for work before? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please state when you applied and for what position: _____	

Section 3 – General Information

Do you hold a current Driving Licence? Yes <input type="checkbox"/> No <input type="checkbox"/>
Please note any criminal convictions except those 'spent' under the Rehabilitation Of Offenders Act. If you have none please state 'None'.

Section 4 – Work History

Name & Address of Employer:	Name & Address of Employer:
Telephone:	Telephone:
Starting/Leaving Dates:	Starting/Leaving Dates:
Salary:	Salary:
Job Title:	Job Title:
Duties/Responsibilities:	Duties/Responsibilities:
Reason for Leaving	Reason for Leaving
Name & Address of Employer:	Name & Address of Employer:
Telephone:	Telephone:
Starting/Leaving Dates:	Starting/Leaving Dates:
Salary:	Salary:
Job Title:	Job Title:
Duties/Responsibilities:	Duties/Responsibilities:
Reason for Leaving	Reason for Leaving

If required, you may add additional information using A4 white paper and black ink.

Have you ever worked for this Company before? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details including dates:

Section 5 – Education

School/College/University	Qualifications (Subjects and Results)	Date Qualification awarded

Please state any other training you have attended relevant to the position you have applied for:

List your current membership of the professional body/institute to which you may belong/subscribe:

Do you speak or read a foreign language? If yes, please give details:

Section 6 – Supporting Information

Please describe briefly why this position interests you.

What qualities do you possess that make you think that you would be good for this role?

What do you believe are the objectives of Birmingham Dogs' Home, and what attracts you to work for us?

Please include any skills and experience you have acquired, or any other information that you feel can support this application whether within the working environment or outside.

Section 7 – References

Please give the details of two people to whom we may contact for references (one of which should be your last or current employer. If you do not want us to contact them unless we offer you the position, please tick the box.

Name:	Name:
Position:	Position:
Name of Company:	Name of Company:
Address:	Address:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
Length of Time Known:	Length of Time Known:

Declaration

I declare that the details in this application are correct to the best of my knowledge. I understand that I may be asked to provide evidence of any academic or professional qualifications I have listed. Any false statement may be sufficient cause for rejection, or, if appointed, dismissal.

Applicant's Signature Date / /