### Confidential when completed

# Application for Employment

Please read through this form and accompanying job description and person specification. **You must use the person specification when answering competency based questions.**

## Post for which you are applying:

|  |
| --- |
| Post:  Where did you see it advertised? |

## Personal Details

|  |  |  |
| --- | --- | --- |
| Title: | | Home address and postcode: |
| Surname: | |
| First name: | |
| National Insurance No: | |
| Contact Telephone number: | Personal email address: | |

## Current or most recent employment

(This may be a voluntary role)

|  |  |
| --- | --- |
| Job title: | |
| Start date: | Leaving date or notice required: |
| Current salary: | Grade (if applicable): |
| Employer's name and address: | |
| Duties and responsibilities: | |
| Reason for leaving: | |

## Employment History

|  |  |
| --- | --- |
| Job title: | |
| Start date: | Leaving date: |
| Final salary: | Grade (if applicable): |
| Employer's name and address: | |
| Duties and responsibilities: | |
| Reason for leaving: | |

|  |  |
| --- | --- |
| Job title: | |
| Start date: | Leaving date: |
| Final salary: | Grade (if applicable): |
| Employer's name and address: | |
| Duties and responsibilities: | |
| Reason for leaving: | |

## Education

Please state qualifications (for which you may later need to provide evidence.)

|  |  |  |  |
| --- | --- | --- | --- |
| Schools, Colleges, Universities or Institute of Further Education attended (including part-time) | Dates  From: | To: | Qualifications gained including subjects, grades or results expected |
|  |  |  |  |

|  |
| --- |
| Any other relevant qualifications, voluntary and community work or records of achievement (e.g. courses attended), including membership and status of any relevant Professional or Technical Association. |
|  |

## Additional information

|  |  |
| --- | --- |
| Do you have a full clean driving license? | Yes / No |
| Do you require a work permit?  We will require all successful candidates, (regardless of nationality or ethnicity) to provide original evidence of their identity and/or entitlement to work in the UK on receipt of an offer of employment. | Yes / No |

## References

Applicants are requested to supply below, the names of two people, excluding relatives and personal friends who can be approached for references. By providing the names you are giving permission for us to approach the referees in accordance with our reference policy, which can be made available on request.

|  |  |
| --- | --- |
| Referee 1: May we approach before Interview? Yes / No | Referee 2: May we approach before Interview? Yes / No |
| Name: | Name: |
| Position held: | Position held: |
| Address:  E-mail address (if applicable): | Address:  E-mail address (if applicable): |
| Telephone number:  Extension (if applicable): | Telephone number:  Extension (if applicable): |

## For all applicants

### Criminal Records Declaration

Upon appointment you will be required to comply with the Baseline Personnel Security Standard, undertaken by the Members’ Staff Verification Office (MSVO). Failure to disclose relevant information may lead to the withdrawal of an offer of appointment or if employed, dismissal.

(this document is not included in the short-listing process)

|  |
| --- |
| Name: |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have any current/previous criminal convictions or any pending cases? (Do not include any convictions that are now 'spent' under the Rehabilitation of Offenders Act 1974) | | | |
| NO  Please indicate in box |  | YES  Please indicate in box below |  |
| If 'Yes', please give details, including dates, in the space below (continue on a separate sheet if necessary): | | | |

# Competencies

|  |
| --- |
| IMPORTANT INFORMATION **It is essential that you complete this section in full. Please refer to the job description and person specification for further details.** |
| * Please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the post described in the **Person Specification** * Please ensure that you address **all** the criteria on the person specification using the same order and numbers. * These are competency based questions you **must** answer by providing **examples** of pervious work or experience.     1.  2.  3.  4.  5.  6.  7.  8.  9. |

## Declaration

I confirm that the information I have given is accurate and truthful. I understand that providing false or misleading information may result in termination or offer of employment being withdrawn.

|  |  |
| --- | --- |
| Completed by, Name: | Date: |

Completed forms to be returned to: Fraser D. Thompson, Chief of Staff [fraser.thompson@parliament.uk](mailto:fraser.thompson@parliament.uk)