**PRIVATE & CONFIDENTIAL**

**Damar Limited**

**APPLICATION FOR EMPLOYMENT**

**Notes for Applicants:**

This form should be returned to Damar by the time specified by the hiring manager at Damar or, if no time has been specified, no less than two working days prior to the interview. Interviews will not be held if a fully completed application form has not been received.

All recruitment at Damar is managed in accordance with our Safer Recruitment Policy, a copy of which is available on request.

**Post Applied For**

|  |
| --- |
| Position applied for:  Where did you learn of the vacancy? |

**Personal**

|  |
| --- |
| Family Name: Title:  1  First name(s):  ­­  Address:  Postcode  Email address:  Home telephone:  Mobile:  Do you have a current driving licence? Yes / No  Do you have access to a car for business use? Yes / No |

**Education From Age 16**

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of  Secondary School | Dates | | Examinations & Results |
|  | From | To |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Further/ Higher Education** | | | |
| College/University | Dates | | Courses & Results |
|  | From | To |  |
|  |  |  |  |
|  | | | |
| Vocational or professional qualifications | Dates | |  |
|  |  | |  |

**Professional Associations**

|  |
| --- |
| Give details of dates and level of membership: |

**Other Interests**

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|  |

**Employment History**

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| --- |
| Present or Most Recent Employment  Name of employer:  Address:  Tel No:  Position held:  Date appointed to present/most recent post: Date of leaving:  Reason for leaving:  Period of Notice (if currently employed):  Current or most recent salary:  Brief Description of Duties and Responsibilities (current or most recent role): |

**Previous Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address  of Employer | Dates  From To | Duties and  Responsibilities | Reason for  leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Insert extra rows or continue on a separate sheet if needed. |  |  |  |

**Supporting Information**

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| --- |
| In no more than 300 words please explain why you are applying for this position and how you meet the requirements as set out in the job description |

**OTHER INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you require any assistance to attend and participate in an interview?** | **Yes** |  | **No** |  |

|  |
| --- |
| **If so, please give details** |
|  |

**References**

**References will always be requested. Referees will be contacted after interview and prior to appointment, unless otherwise agreed.**

|  |  |
| --- | --- |
| All appointments are subject to the receipt of satisfactory references. Please give the names and addresses of two people, who are not related to you, we can approach for a confidential reference. One of these should be your present or most recent employer who will not be approached until you have accepted a position with Damar. | |
| Name:  Position:  Address:    Tel No. | Name  Position  Address  Tel No. |

**Restrictions to Employment**

Are you subject to a Visa or UK Work Permit? Yes / No

Are you aware of any other restrictions that may affect your appointment to the Company?

Yes / No

If yes, please provide full details (such as date of Visa expiry, renewal applications etc).

Please give dates of holidays booked / arranged in the next 12 months

**Criminal Record – DBS check**

Damar has a particular responsibility towards young people and vulnerable adults and is committed to safeguarding and promoting the welfare of young people and vulnerable adults. All staff and subcontractors are expected to share this commitment.

Damar carries out a number of pre-employment checks in respect of all prospective employees. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on (amongst other things):

* where the position amounts to "regulated activity” the receipt of an enhanced disclosure from the Disclosure and Barring Service (DBS) which Damar considers to be satisfactory and confirmation that the applicant is not named on the children's barred list, the adults’ barred list or both. Enhanced disclosure shows any spent and unspent convictions, cautions, reprimands and final warnings.
* where the position does not amount to “regulated activity”, the receipt of an enhanced disclosure from the DBS which Damar considers to be satisfactory.

Whether a position amounts to "regulated activity" must therefore be considered by Damar in order to decide which checks are appropriate. It is however likely that, for all teaching, training, recruitment and business development roles Damar will carry out an enhanced DBS check and a check of the barred lists. An enhanced DBS check will be required for other roles.

**Criminal Record – self-disclosure**

All candidates are required bring to interview a completed self-disclosure form in a sealed envelope. This is an opportunity to disclose confidentially any convictions, child protection investigations or disciplinary procedures. Damar will only open the self-disclosure forms for candidates who have accepted a conditional offer. Unopened self-disclosure forms will be disposed of securely.

**DECLARATION**

I certify that the contents of this application form and my self-disclosure form are true, and will form part of my contract of employment, should a job offer be made. I realise that any false declaration will lead to disciplinary action and may result in the withdrawal of an offer of employment and dismissal without notice.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |